MEDIA *plus*

Client/Server

Version 5.6

User Manual

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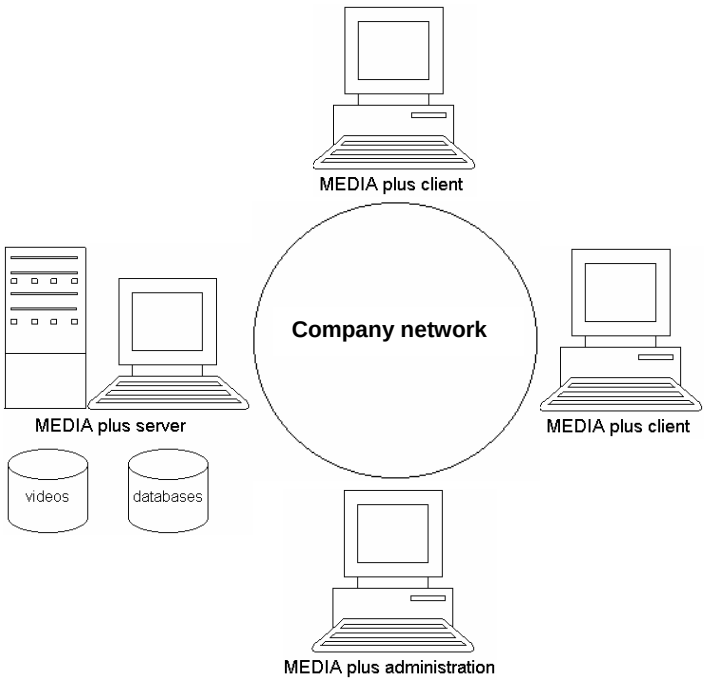
Installing

There are three distinct parts to the MEDIA *plus* system: server, administration and client. You can install these applications on the same machine, or on different machines, as suits you.



The MEDIA *plus* server needs installing only once (even if you add new components at a later date). The server is the kernel of the MEDIA *plus* system: it contains the users, their training and assessment programs and their results. Because of this you should back up the server's database regularly.

You work with MEDIA *plus* via the client and administration software but, before you can use these, you need to update the database by installing components. Training/assessment in Excel 2000 is an example of a component.

1 - Installing the MEDIA plus server

a) Before you install

☞ The computer on which you install the MEDIA *plus* server must be running one of the following operating systems (for all MEDIA *plus* versions from 5.4):

- Windows 2003 Server,
- Windows XP Professional,
- Windows 2000 Server or Professional
- Windows NT4 Server or Workstation, with at least Service Pack 4 (SP4).

☞ The local network must use TCP/IP protocol.

☞ The computer on which you install the MEDIA *plus* server must have at least:

- 128 Mb of central memory.
- 100 Mb of free disk space plus 300 Mb for each component you wish to install.
- 800x600 screen resolution with at least 256 colours.

☞ The computer on which you install the MEDIA *plus* server must have a permanent Internet connection to manage the licences correctly.

☞ The computer on which you install the MEDIA *plus* server must run the following software applications:

- **Internet Explorer 5.0** (IE5) or later version,
- **MMC** (*Microsoft Manager Console*). Note that Windows NT4 does not provide MMC as standard and you may need to install it yourself on this system (the MEDIA *plus* v5.6 CD-ROM provides a version of MMC in the folder **plus\mmc**.). When you have installed MMC you must start it up at least once (**Start – Run**, enter **mmc** and click **OK**) then close the MMC.
- **MSDE** (cf. Step 2: Installing MSDE) or Microsoft SQL Server 7 or later version.

☞ To install the MEDIA *plus* system, you must log on with an account that has administrator rights on the computer. This installation manual refers to this account as the ***Install Account***.
The MEDIA *plus* logon server manages user and administrator logons. For all MEDIA *plus* versions from v5.4, this logon server runs as a service. With this service, you must associate an account that has not only administrator rights on the computer but also direct access to the Internet without any authentication procedure or password. This installation manual refers to this account as the ***Service Account***.

☞ Before you install the MEDIA plus server, you must create and share the resource folder (cf. b. Stage 1). This folder will contain the different resources, such as video, html and working files, for each MEDIA *plus* component you install.

*The MEDIA plus server needs another folder whose path and name by default is **C:\Program Files\Editions ENI\MEDIA plus Server**. This folder includes the **Admin** and the **Client** subfolders, which contain the installation software for the administration and client programs.*

☞ There are five steps to installing the MEDIA *plus* server:

- Stage 1: preparing the resource folder
- Stage 2: installing MSDE
- Stage 3: installing the MEDIA *plus* kernel
- Stage 4: setting up the logon server service
- Stage 5: checking the licences

Once you have finished installing the MEDIA *plus* server, you no longer need the MEDIA *plus* installation CD-ROM.

You can upgrade to MEDIA plus server version 5.6 directly, only from MEDIA plus server version 5.5 or 5.5.1. Consequently, to upgrade from earlier version, you must first upgrade to MEDIA plus server version 5.5.

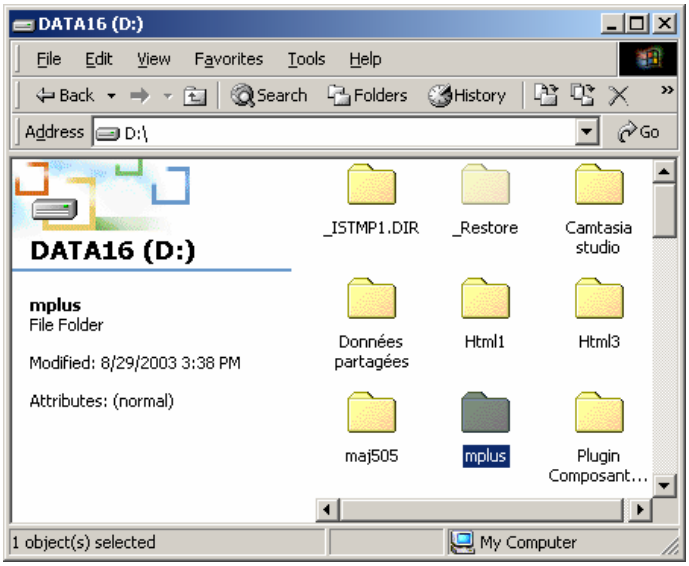
b) Stage 1: Preparing the resource folder

You must create the shared resource folder: this folder will contain items such as the working files and videos for the components you will add to your MEDIA *plus* system. This folder takes up most of the space in the MEDIA *plus* system (around 300 Mb per component).

If you are upgrading from an earlier version of MEDIA plus, this folder will already have been created and shared.

☞ Choose the computer/hard disk/location in which you want to place the resource folder.

☞ At this location, create a folder called **MPlus**. The illustration shows the resource folder created at the root of disk D:



You can of course, use any computer/disk location and you can even choose a different name for this folder.

☞ For this **MPlus** folder, you must now give read-only permissions to all users and read and write permissions (or **Full Control**) to the **Install Account** :

- right-click the **MPlus** folder,
- take the shortcut menu's **Sharing** (or **Sharing and Security**) option,
- activate the **Shared As** or **Share this folder** option,
- click the **Permissions** button and give **Read** rights to everyone and **Full Control** to the **Install Account**.

After you have confirmed the new settings, the folder icon appears with a hand underneath it to indicate that the folder is shared.

c) Stage2: Installing MSDE

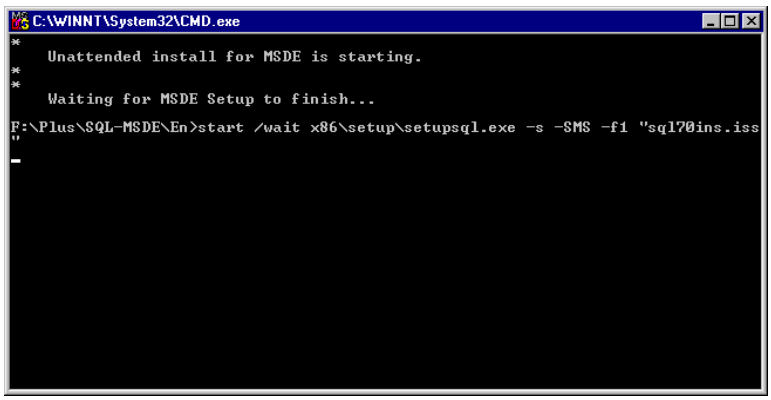
If the computer does not run SQL Server (version 7 or later) you can install MSDE (MicroSoft Data Engine). This is a free version of SQL Server but it is limited in its usage of processor features and the number of simultaneous connections it will support.

You can always upgrade to a full version of SQL Server at any time, even when you have started using your MEDIA *plus* system.

By default, the MEDIA *plus* database is created in the folder **MSSQL7\Data**. If you want to put it somewhere else, create a folder for it on the SQL server computer, making sure that there are **no spaces anywhere in the folder's path**.

☞ To install MSDE from the MEDIA plus v5.6 CD-ROM:

- go into the folder **Plus\SQL-MSDE\En**
- double-click **sql70ins.bat** to run this file.


C:\WINNT\System32\CMD.exe
Unattended install for MSDE is starting.
Waiting for MSDE Setup to finish...
F:\Plus\SQL-MSDE\En>start /wait x86\setup\setupsql.exe -s -SMS -f1 "sql70ins.iss
"

- Wait a few minutes until the SQL server window disappears (even if, on some machines, this can take a long time, do not try to hurry things along; the window will disappear automatically) then **restart the computer and log on with the same account**.

*By default, MSDE will install in the folder **C:\MSSQL7**. If you want to install MSDE in another location, copy the folder **Plus\SQL-MSDE\En** folder from the CD-ROM to your hard disk, open the **sql70ins.iss** file and change the lines **szDir=** and **szDataDir=** accordingly before starting the installation from your hard disk.*

d) Stage 3: Installing the MEDIA plus Kernel

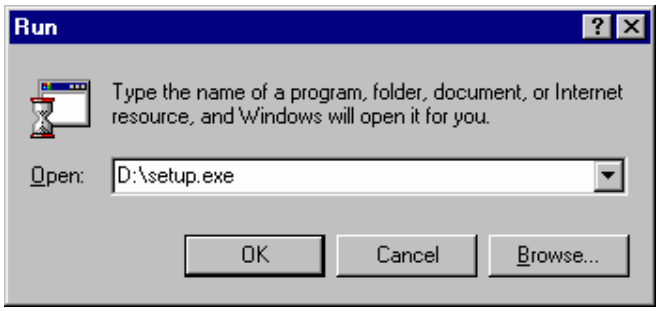
During this stage of the installation, the files needed by the MEDIA *plus* server are copied and installed.

☞ Make sure that:

- you have logged on using the **Install Account**.
- none of the computer's applications are open. Deactivate your anti-virus programs, as they will block the minor changes that must be made to some of the system files.
- you can connect to the Internet freely from the computer on which you are installing the MEDIA *plus* server (this connection will be required for setting up the service, cf. Stage 4).
- the resource folder has been created and shared (cf. Stage 1).
- the MSDE server has been installed and the computer restarted (cf. Stage 2).

☞ To start the MEDIA *plus* server's installation program, insert the MEDIA *plus* server v5.6 CD-ROM (the one that came with this manual) into your drive then open the **Start** menu and click **Run**.

☞ Enter **D:\setup.exe** (for example, where D: is your CD-ROM drive).

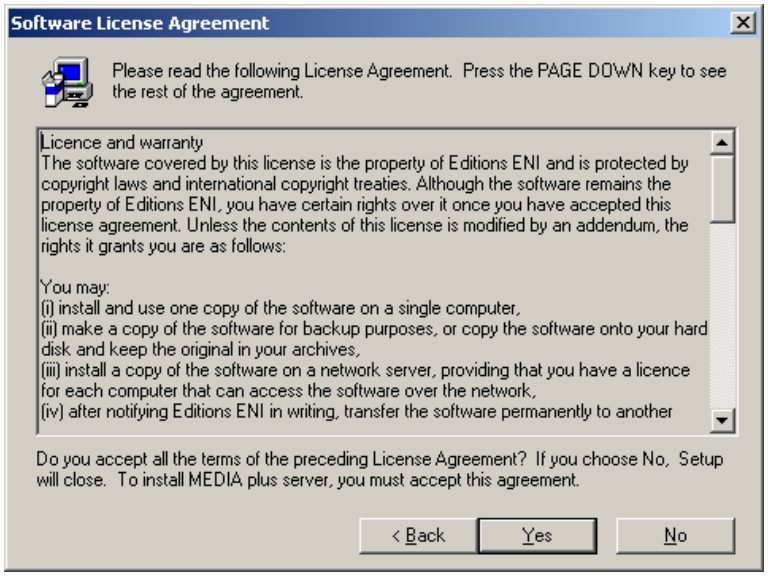


☞ Enter to confirm.

Important note
You must create and share the resource folder before you continue with this installation.
If you have already done this, click Yes to continue with the installation.
Otherwise, click No to interrupt the installation.
Yes
No

☞ Make sure that the resource folder has already been created and shared before going ahead with the installation (cf. Stage 1).

Click **Yes** to continue installing or **No** to quit.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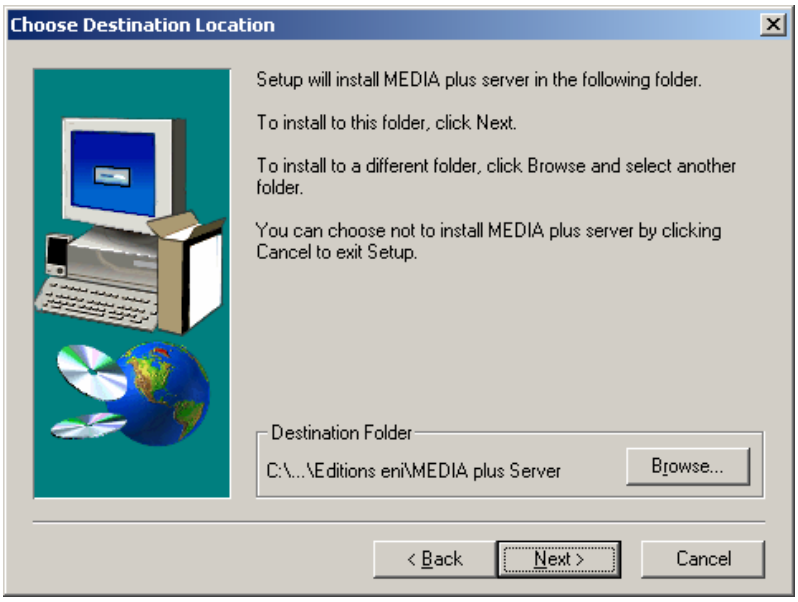
(ii) make a copy of the software for backup purposes, or copy the software onto your hard disk and keep the original in your archives,
(iii) install a copy of the software on a network server, providing that you have a licence for each computer that can access the software over the network,
(iv) after notifying Editions ENI in writing, transfer the software permanently to another
Do you accept all the terms of the preceding License Agreement? If you choose No, Setup will close. To install MEDIA plus server, you must accept this agreement.
< Back
Yes
No

☞ Read the licence agreement then click **Yes** to accept it.

*If you are upgrading your MEDIA plus system, the screen below and those that follow will not appear. The upgrade process starts and may go on for several minutes. Click **OK** in the SQL connection settings window, then click **Finish**. If you are prompted to, restart your computer and log on with the **Install Account**. You will not need to carry out stages 4 and 5 of the installation process, but you will need to update the administration and client programs.*

☞ Select the language for the server interface, then click **Next**.

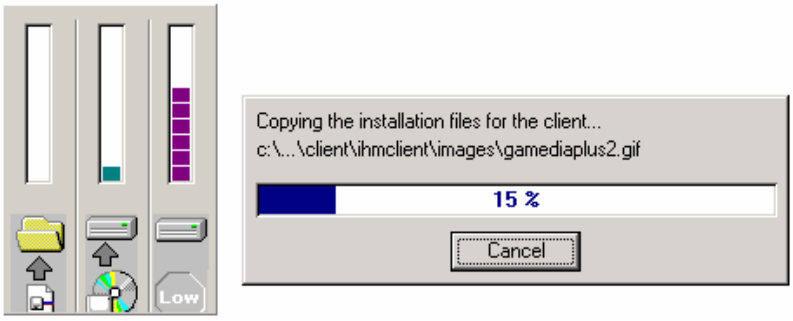

Choose Destination Location
Setup will install MEDIA plus server in the following folder.
To install to this folder, click Next.
To install to a different folder, click Browse and select another folder.
You can choose not to install MEDIA plus server by clicking Cancel to exit Setup.
Destination Folder
C:\...\Editions eni\MEDIA plus Server
Browse...
< Back
Next >
Cancel

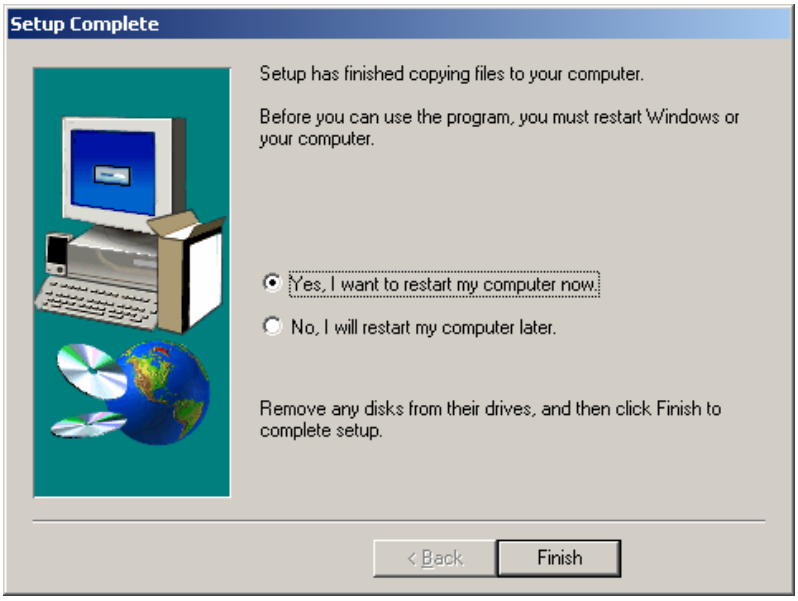
☞ Choose the folder in which you want to install the logon server: the default choice is **C:\Program Files**.

If you change the default folder, it is still a good idea to keep the subfolders proposed: **Editions ENI\MEDIA plus Server** (for example, specify **D:\Editions ENI\ MEDIA plus Server** or **D:\MyFolder\Editions ENI\MEDIA plus Server**). This approach will centralise all the Editions ENI programs in one folder.

☞ Click **Next**.

A window shows the progress of the installation. It may take some time (you might have the impression that the system is no longer responding).

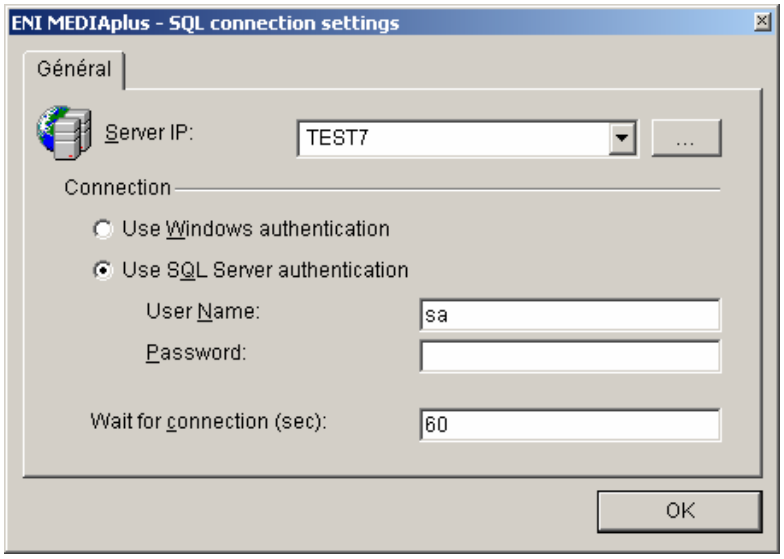



Setup Complete
Setup has finished copying files to your computer.
Before you can use the program, you must restart Windows or your computer.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Remove any disks from their drives, and then click Finish to complete setup.
< Back
Finish

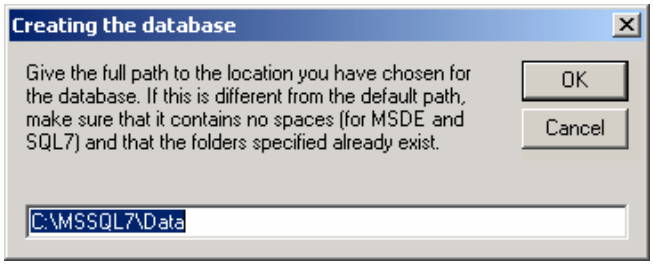
☞ At the end of the process, click **Finish** to restart the computer (the MEDIA *plus* server will not become operational until you do so).

Important note: when the computer starts, be sure to log on with the Install Account so that the installation process can conclude.

☞ Once the computer has restarted, the following dialog box may appear:



☞ Confirm the SQL server's connection settings, with **sa** as the user name and, in the case where the SQL Server existed previously, any password for this user then click **OK**. If the **sa** user does not already have a password, the installation procedure will now create one automatically.


Creating the database
Give the full path to the location you have chosen for the database. If this is different from the default path, make sure that it contains no spaces (for MSDE and SQL7) and that the folders specified already exist.
OK
Cancel
C:\MSSQL7\Data

☞ Give the full path to the folder where you want to store the database (cf. Stage 2) or accept the default path then click **OK**.

☞ When all the database creation stages are complete, the following dialog box appears:

☞ In this dialog box, select the resource folder called **MPlus** on the network (this is the folder you created and shared previously) and click **OK**.

The MEDIA *plus* server is installed. To use the MEDIA *plus* system, you will have to install at least one component, but first, to prepare the later installations of the Administration and Client programs, it is a good idea to share two of the folders created during the installation.

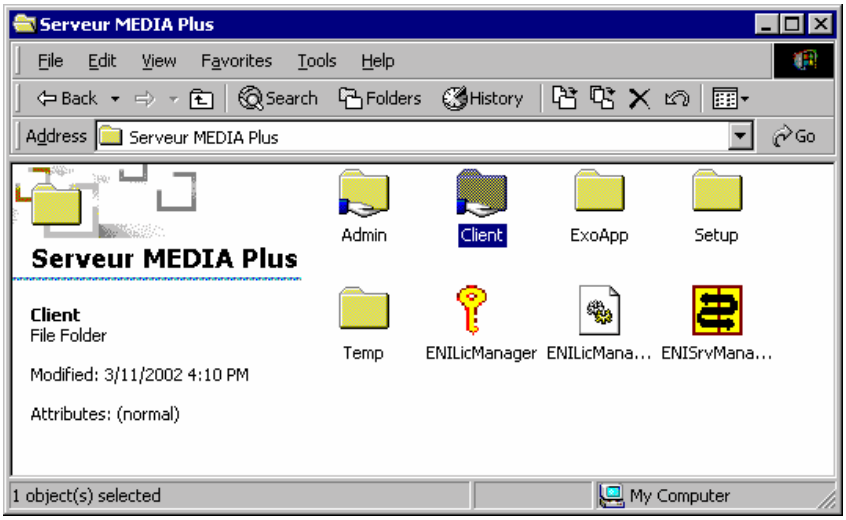
☞ Go to the folder where you installed the logon server. This is the location you chose in Stage 2 and by default it is **C:\Program Files\Editions ENI\ MEDIA plus Server**.

The two folders, **Client** and **Admin**, must be shared with read-only rights for all users so they can access them from remote workstations via the local network.

☞ Right-click each folder:

- take the shortcut menu's **Sharing** (or **Sharing and Security**) option,
- activate the **Shared As** or **Share this folder** option,
- give **Read** permissions to **Everyone**.

☞ After you have confirmed the new settings, the folder icon appears with a hand underneath it to indicate that the folder is shared.



e) Stage 4: Setting up the logon server service

The logon server has been installed in the form of a service. You must now configure it so that you can log onto MEDIA *plus* using the licences you have purchased. It manages your licences via the Internet.

☞ Ask your network administrator to supply you with an administrator account that can connect to the Internet. Depending on your computer's configuration, this may be a different account to the one you used to install the server. From now on this manual will refer to this account as the ***Service Account***.

☞ Log on to the computer where the logon server is installed, using the ***Service Account*** and start Internet Explorer to make sure that the Internet connection works correctly with this account.

☞ **To configure the service on Windows NT4:**

Go into the control panel (**Start – Settings – Control Panel**) and double-click the **Services** icon.

Select the service called **ENI Mediaplus C/S – Logon Server**; if the service has already started, click **Stop** then **Yes** to confirm.

Keep what is currently selected and click **Startup** to display the startup settings for the service.

In the **Log On As** frame, activate **This Account**.

Click the button to see the list of accounts.

Select the **Service Account** and click **OK**.

Enter the password and confirm it (the asterisks in the text box do not stand for the ***Service Account*** password: you must enter the password each time).

Click **OK** once then again on the message.

Leave the service selected and click the **Start** button.

Click **Close**.

☞ **To configure the service on Windows 2000:**

Right-click the **My Computer** icon and click the **Manage** option.

In the left pane of the window that appears, double-click **Services and Applications** then **Services**.

Select the **ENI Mediaplus C\S - Logon Server** service. If the service is already started, click the **Stop Service** tool button on the bar at the top of the window.

Keep the current selection and click the **Properties** tool button to display the startup settings for the service.

Activate the **Log On** tab and click the **This account** option.

Click the **Browse** button to see the list of accounts.

Select the **Service Account** and click **OK**.

Enter the password and confirm it (the asterisks in the text box do not stand for the ***Service Account*** password: you must enter the password each time).

Click **OK** once then again on the message.

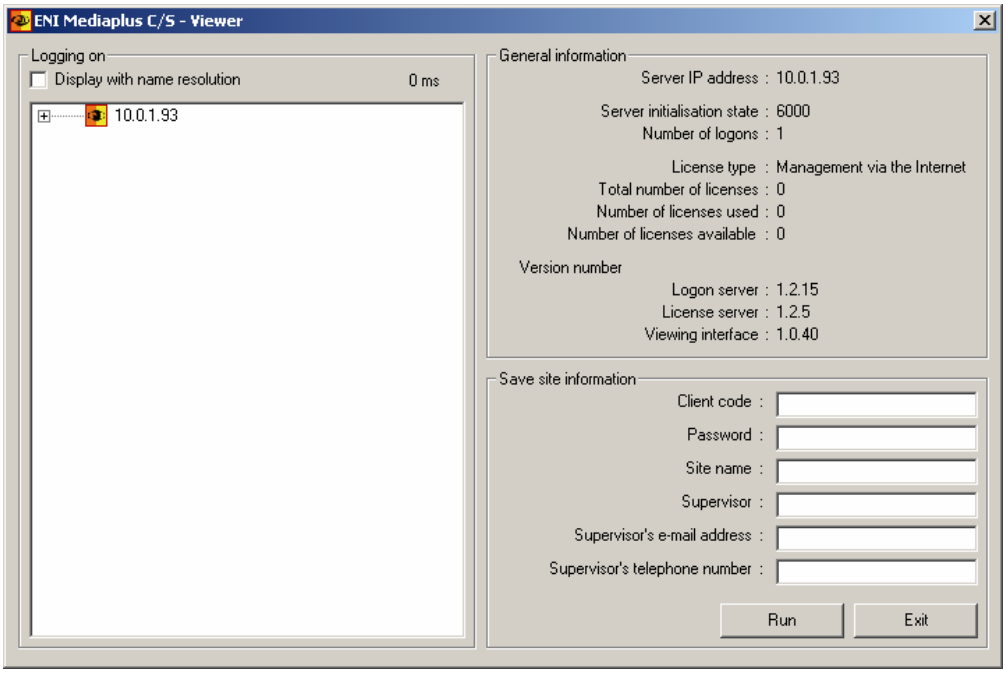
Leave the service selected and click the **Start Service** tool button.
Close the **Computer Management** window.

☞ **To configure the service on Windows XP:**
Open the **start** menu and right-click the **My Computer** option.
Click the **Manage** option in the shortcut menu.
In the pane on the left of the **Computer Management** window, expand **Services and Applications** and then **Services**.
Select the **ENI Mediaplus C\S - Logon Server** service and if the service has already started, click the **Stop Service** tool button on the bar at the top of the window.
Keep the current selection and click the **Properties** tool button to display the startup settings for the service.
Click the **Log On** tab and click the **This account** option.
Click the **Browse** button then the **Locations** button on the dialog box that appears.
Select the appropriate domain and click **OK**.
Next, click the **Advanced** button and the **Find Now** button to see the list of accounts.
Select the ***Service Account*** and click **OK** twice.
Enter the password and confirm it (the asterisks in the text box do not stand for the ***Service Account*** password: you must enter the password each time).
Click **OK** once then again on the message.
Keep the service selected and click the **Start Service** tool button.
Close the **Computer Management** window.

f) Stage 5: Checking the licences

☞ Make sure you have the information that Editions ENI supplied when you purchased the licences:
Client code:
Password:

☞ Open the logon server's viewer using **Start – Programs** (or **All Programs**) – **Editions ENI – MEDIA plus server – Licenses monitor**.



In the viewer, if the connection with Editions ENI's licence server has been correctly established, the **Server initialisation state** option should display a value of **6000**.

*If this option displays a value of 6001, then the connection has not been made. In this case, exit from the interface and check the service settings described in stage 4, making sure that the **Service Account** used has all the necessary permissions, and has access to the Internet.*

☞ In the **Save site information** frame, enter the **Client code** and **Password** supplied by Editions ENI.

☞ Next, enter the **Site name** to identify your installation, (if you are installing several MEDIA *plus* servers for the same client, give the server name, or the name of the town where it is located, for example).

The other fields are optional, but if you fill them in, it will be easier for Editions ENI to communicate with the supervisor.

☞ Click the **Run** button.

The ENI licence database registers the information you supply. The **Server initialisation state** should now display a value of **1**.

The **Total number of licenses** and the **Number of licenses available** display the mention **Refer to the license portfolio**. Unless a particular request is made when the order is placed, the number of licences assigned to a site is limited only by the total number of licences purchased by the customer (the portfolio). If you want to know the licence usage details for the installed site, go into the MEDIA *plus* administration program and use the **Help – Resources** command.

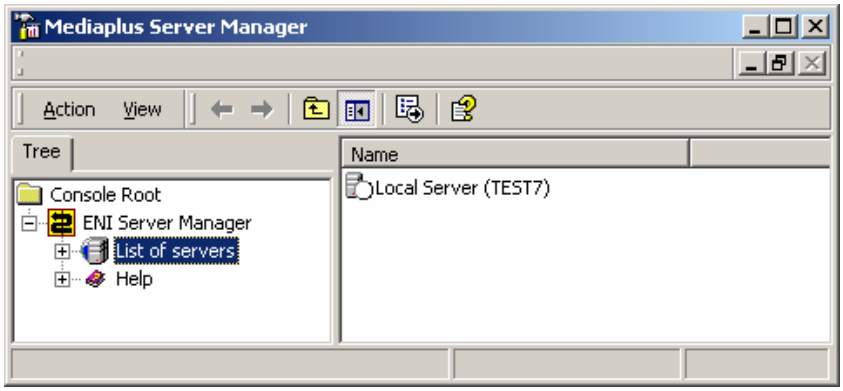
☞ Click the **Exit** button to close the logon server's viewer.

A user uses one licence the first time he/she accesses a new application. Here is an example:
*Mr Martin goes through an **assessment program** on Word 2000: one licence is used. The next day, he starts a **training program**, still on Word 2000: he is still using the original licence, and no other is consumed.*
*The next week, he starts a **training program** on PowerPoint 2000, using a second licence.*

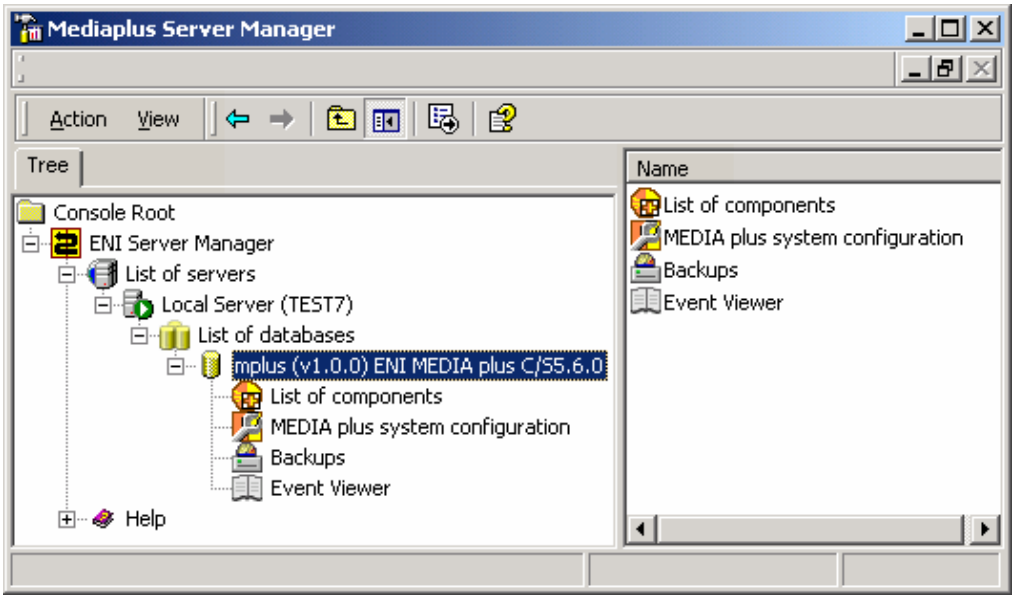
☞ You can now log off, closing the session you opened with the ***Service Account***.

2 - Managing the MEDIA *plus* server

☞To start the MEDIA *plus* Server management console, open the **Start** menu and take **Programs – Editions ENI – MEDIA plus Server – Server Manager**.



☞In the pane on the left, expand the **List of servers** and the MEDIA *plus* server, then the **List of databases** and the **mplus** database.



You can use this console to:
- add components to the system (cf. a) Adding components),
- view the system configuration data,
- backup or restore the database, and schedule regular backups (cf. b) Database maintenance),
- monitor the progress of certain processes (**Event Viewer**).

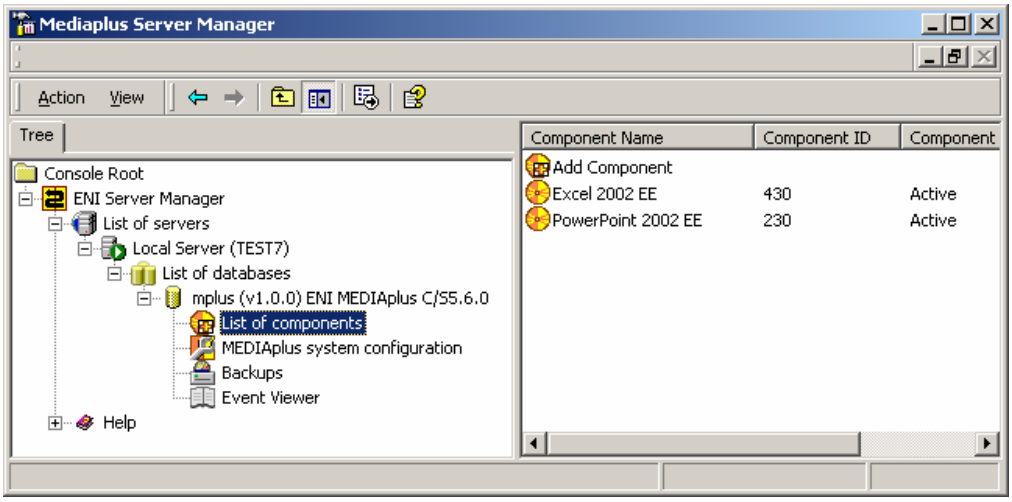
a) Adding components

Before you open the management console, make sure that you have logged on with the ***Install Account***, and that this account has **Full Control** permissions over the resource folder (by default, this is the **Mplus** folder created in stage 1 of the server installation).

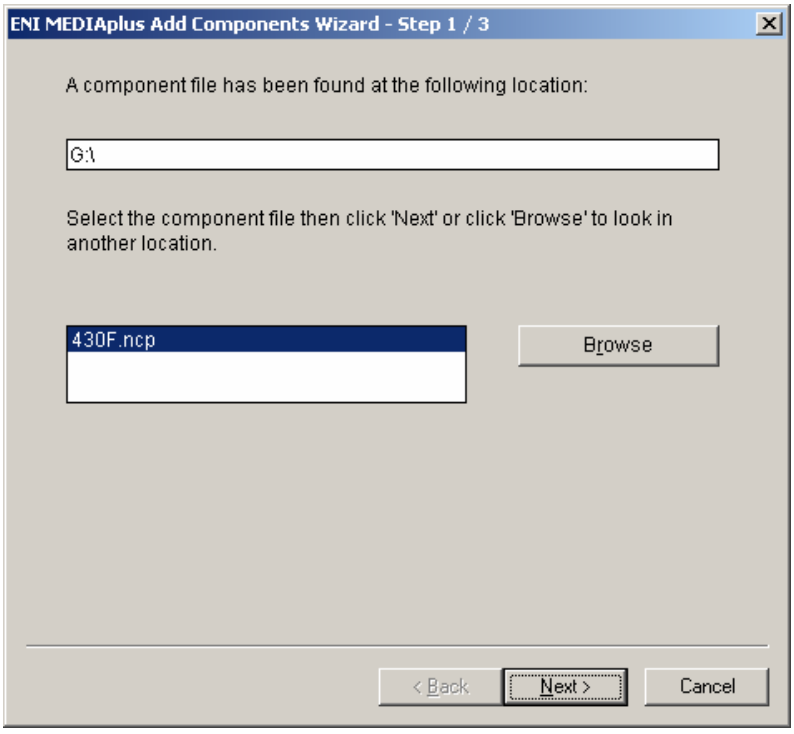
☞Place in your CD-ROM drive, the CD-ROM of the component you want to install.

☞Open the MEDIA *plus* server management console.

☞ Select **List of components**. The pane on the right displays **Add Component**. Any components already installed, are listed underneath.

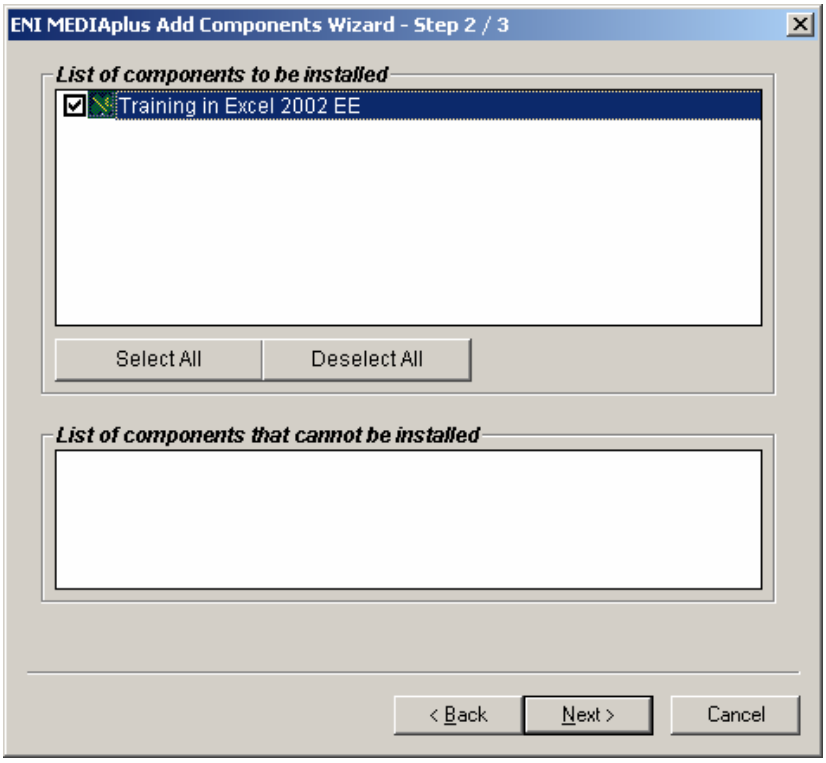


☞ Double-click **Add Component**.


ENI MEDIAplus Add Components Wizard - Step 1 / 3
A component file has been found at the following location:
G:\
Select the component file then click 'Next' or click 'Browse' to look in another location.
430F.ncp
Browse
< Back
Next >
Cancel

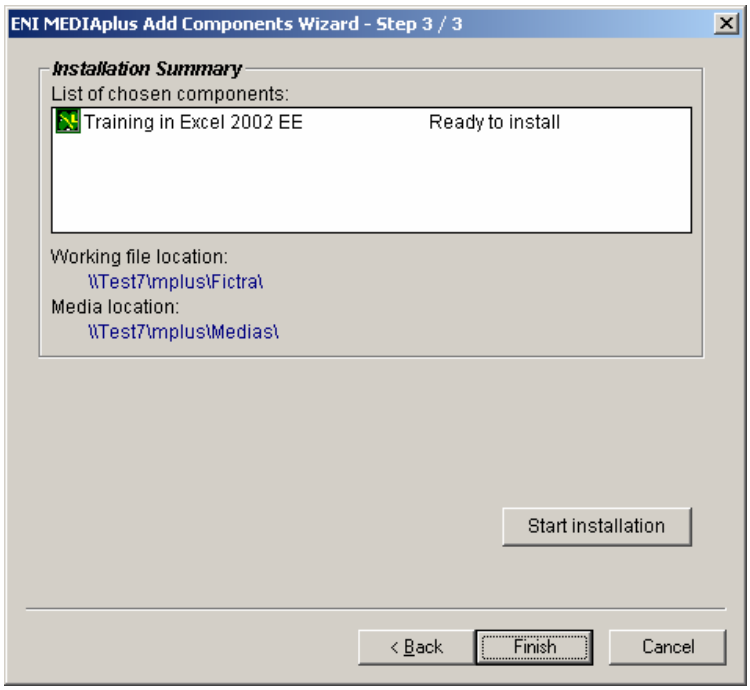
Since the component's CD-ROM is in the drive, the program should detect its catalogue file and display its name in the lower of the two text boxes. If nothing appears in this text box, make sure that the CD-ROM is in place and click the dialog box's **Browse** button. Select the file at the root of the CD-ROM with the extension **ncp** (**410F.ncp** in the example above).

☞ Click **Next**.


ENI MEDIAplus Add Components Wizard - Step 2 / 3
List of components to be installed
Training in Excel 2002 EE
Select All
Deselect All
List of components that cannot be installed
< Back
Next >
Cancel

☞ In the **List of components to be installed** frame, select the component you want to install.

☞ Click **Next**.



The last stage of the process lists the component(s) you are installing and specifies the location of the working files and the media.

☞ Click **Start installation**.

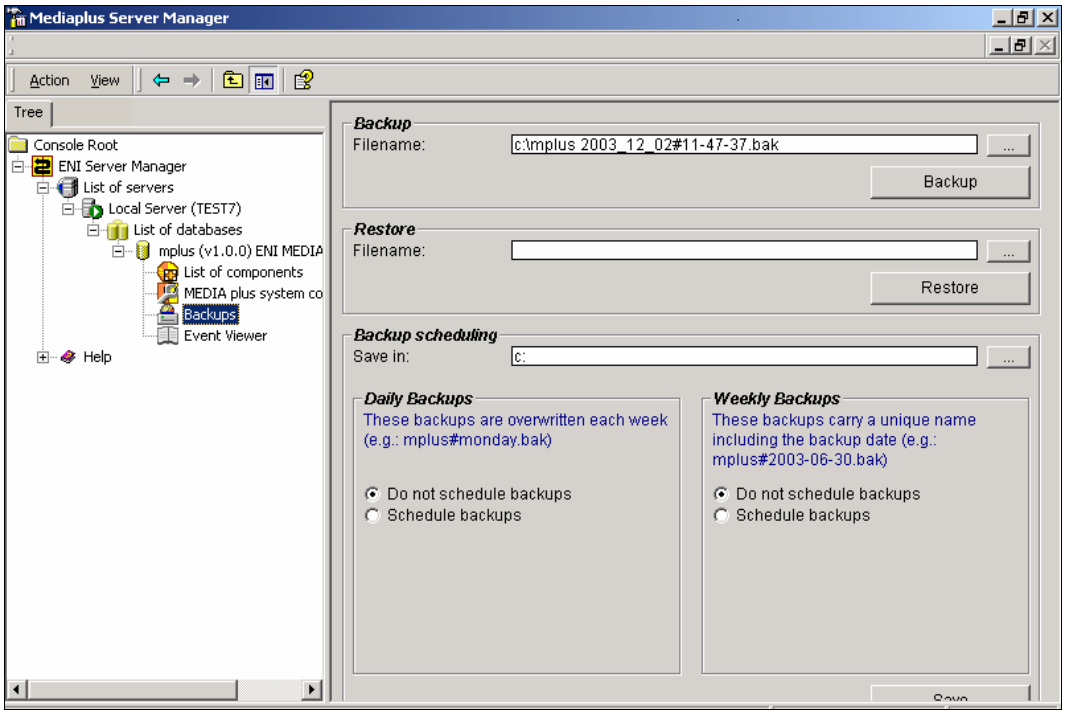
☞ When the component has been fully installed, the words **Installation complete** appear to the right of its name. Click **Finish**.

☞ Repeat the process for all the components you want to install.

b) Database maintenance

We recommend that you back up the **mplus** database regularly.

☞ In the MEDIA *plus* server management console, select **Backups**.



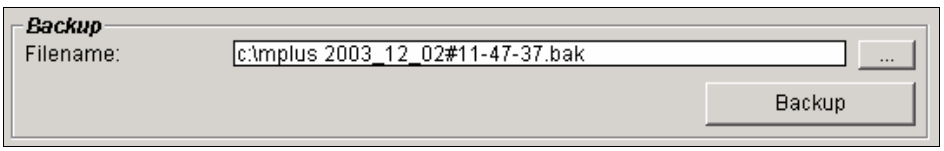
☞ In the pane on the right, there are options for:

- backing up the database,
- restoring a backup (please contact the Editions ENI hot-line before attempting to restore the database),
- scheduling daily and weekly backups (by default, none are scheduled).

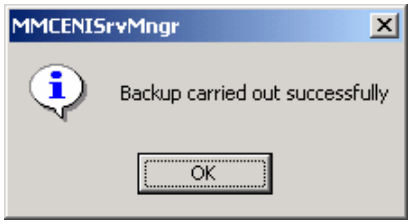
*The backup uses the **SQLServerAgent** service. Before you schedule your backups, make sure that the service is set up to start automatically with the **Service Account** (consult the **Services** branch in the **Computer Management** console). You should also check that this account has **Write** permissions for the folder where you are going to store the backups (especially if it is not on your local computer).*

Running a backup of the database

☞ In the **Backup** frame's **Filename** text box, use the ... button to select the entire path then, if necessary, change the name proposed for the backup file.
By default, the name includes the date and the time.



☞ Click **Backup**.



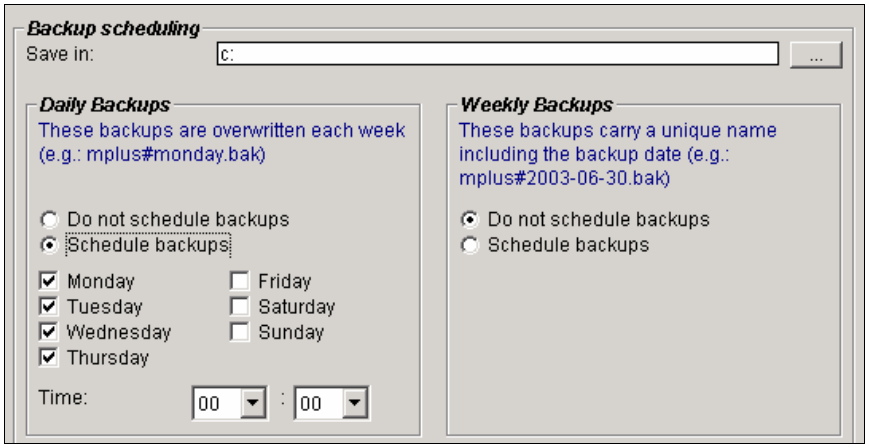
A message informs you that the backup is finished.

☞ Click **OK**.

Scheduling daily backups

☞ Under **Daily Backups**, activate the **Schedule backups** option. Warning: the second week's backups overwrite the first week's, and so on.

☞ Select the days when you want the backup to run, then type in a convenient time.



☞ In the **Backup scheduling** frame, click the ... button and choose the folder where you want to store the backup files.

☞ Click **OK**.

The backup files will have names such as **mplus#monday.bak** and will be overwritten each week.

Sheduling weekly backups

☞ Under **Weekly Backups**, activate the **Schedule backups** option.

☞ Select the days when you want the backup to run, then type in a convenient **Time**.

☞ In the **Backup scheduling** frame, click the ... button and choose the folder where you want to store the backup files.

☞ Click **OK**.

The backup files will have names such as **mplus#yyyy-mm-dd.bak**, which means that they will not be overwritten.

3 - Installing the administration software

a) Before you install

Via the administration software, you can administer the information in the MEDIA *plus* database, carrying out tasks such as creating training/assessment programs or managing users and groups, etc.

Although there is nothing to stop you installing the administration software on more than one computer, it can run with all its features on only one computer at any given time (any subsequent attempts will access the database in read-only mode).

☞ Here are the system requirements for the administration software:

- Windows XP, Windows 2000, Windows 95 or 98, Windows Me or NT4 (with NT4, you will need Service Pack 4 or later).
- Internet Explorer 5 or later.
- 20 Mb of free space on the hard disk.
- a screen resolution of at least 800 x 600 and 256 colours.

☞ For the installation, you will need to log on as the local administrator.

☞ Before you start the installation program, make sure that:

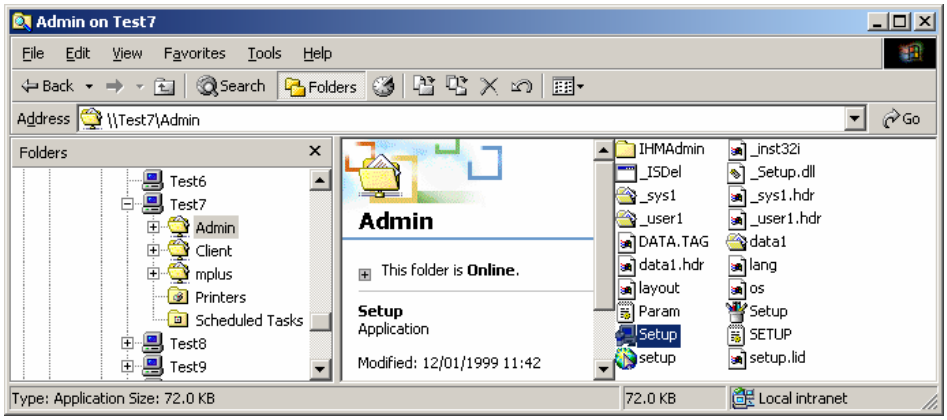
- no applications are open on the computer (deactivate any anti-virus software as well),
- you can access the MEDIA *plus* server computer via your local network,
- at least one component has already been installed on the MEDIA *plus* server.

If you are installing the administration program via the Internet, make sure that your computer has an Internet connection.
If Internet access depends on a proxy server, make sure that port 1433 is open on the proxy server. Also, make sure that the proxy client is installed on the MEDIA *plus* administration computer.

b) Installation

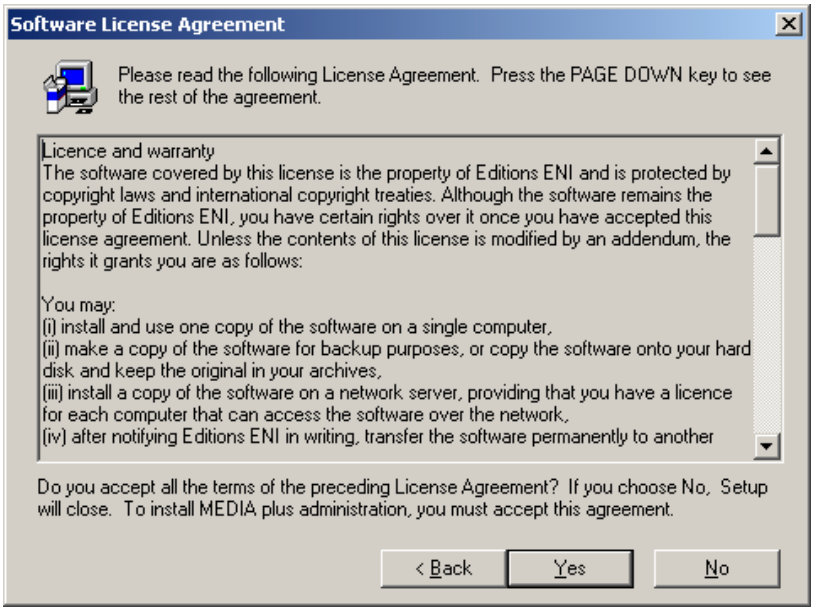
*If you want to update the administration program, you will need to uninstall the existing program using Windows' **Add/Remove Programs** application, before installing the new version.*

☞ On the computer on which you are going to install the administration software, go into the **Network Neighborhood** (or **My Network Place**) and access the shared folder named **Admin**, located on the computer on which the MEDIA *plus* server is installed.



☞ Double-click the **Setup.exe** file to run the installation program.

If you are installing the Internet administration program, this **Setup.exe** file is in the root folder of the CD-ROM that Editions ENI supplied.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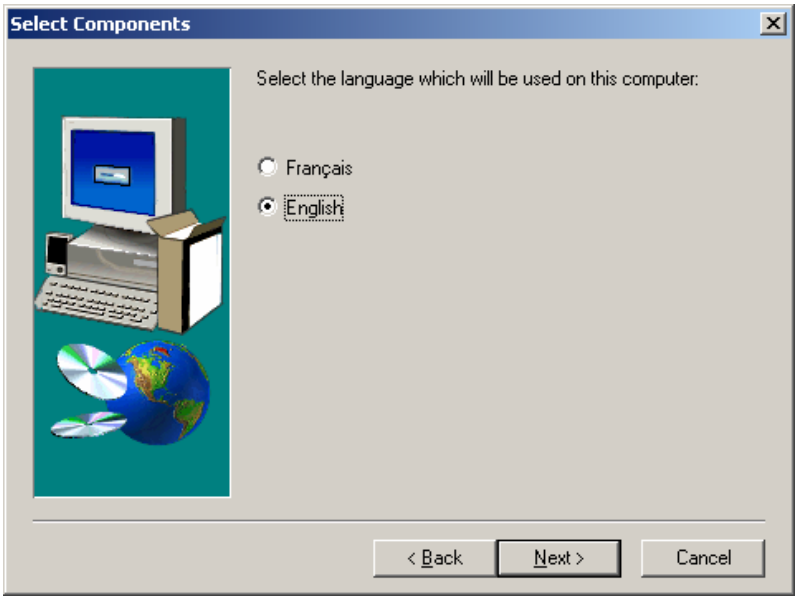
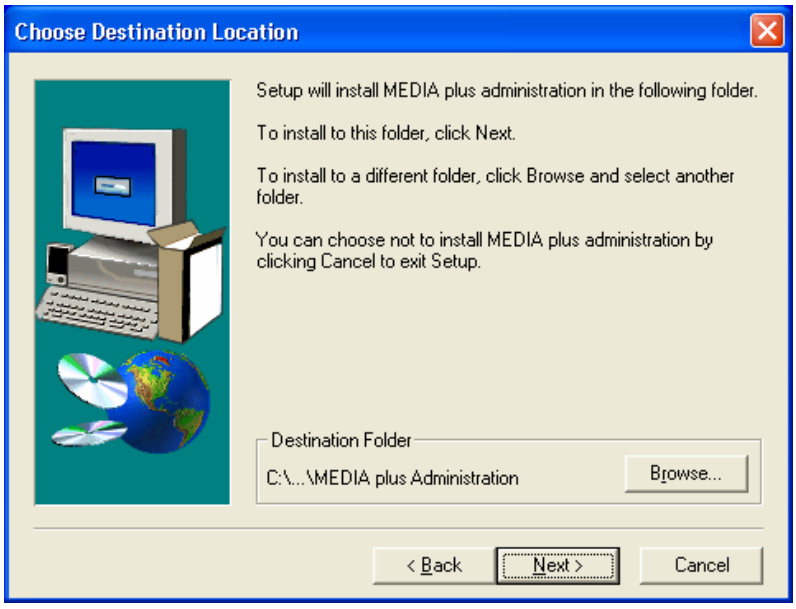
(iii) install a copy of the software on a network server, providing that you have a licence for each computer that can access the software over the network,
(iv) after notifying Editions ENI in writing, transfer the software permanently to another
Do you accept all the terms of the preceding License Agreement? If you choose No, Setup will close. To install MEDIA plus administration, you must accept this agreement.
< Back
Yes
No

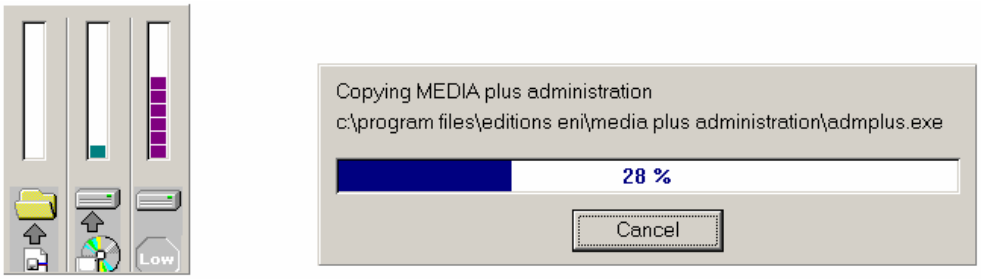
☞ Click **Yes** to accept the licence agreement.

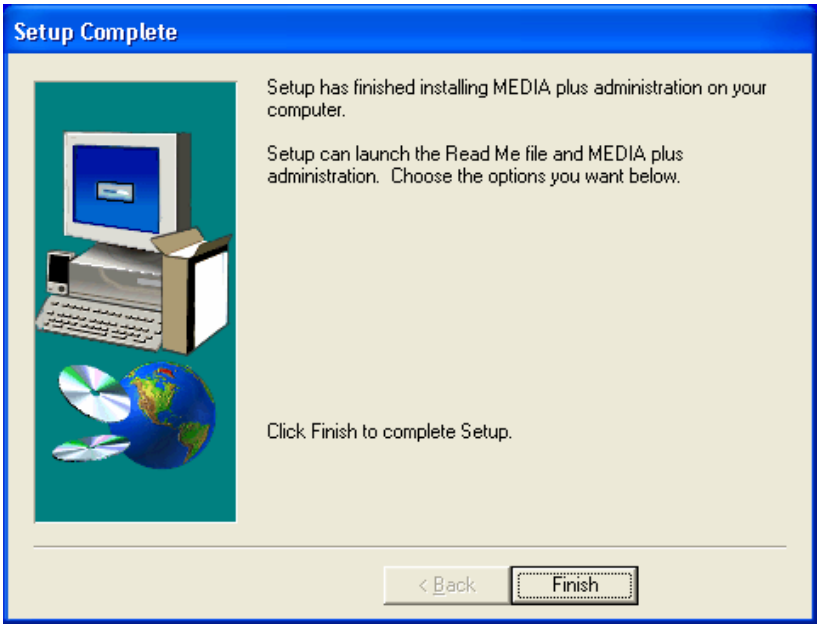


☞ Select the language for the interface then click **Next**.


Choose Destination Location
Setup will install MEDIA plus administration in the following folder.
To install to this folder, click Next.
To install to a different folder, click Browse and select another folder.
You can choose not to install MEDIA plus administration by clicking Cancel to exit Setup.
Destination Folder
C:\...\MEDIA plus Administration
Browse...
< Back
Next >
Cancel

☞ Click **Next** to install the administration program in the default folder.
The next window shows the progress of the installation.




Setup Complete
Setup has finished installing MEDIA plus administration on your computer.
Setup can launch the Read Me file and MEDIA plus administration. Choose the options you want below.
Click Finish to complete Setup.
< Back
Finish

☞ Click **Finish** to conclude the installation.

☞ Depending on the items you have installed, you may be prompted to restart the computer. Once you have done this, the installation will be complete.

If you are installing the Internet administration program, restart the computer then copy your **.reg** file (that Editions ENI provided) onto its hard disk. Double-click this file to configure the Internet administration program.

The administration program will not run correctly unless you have installed one or more components onto the server (cf. 2. a. Adding components).

4 - Installing the client software

a) Before you install

A client computer is a workstation on which a user works through his/her assessment and training programs. The assessment/training programs available depend on the components installed. The components concerning Excel, Word, Access and PowerPoint are interactive and cannot run unless the corresponding application is installed on the client computer. If you are going to use these components, check every client computer to make sure that:

☞ the application(s) concerned (Excel, Word, Access or PowerPoint) are installed locally and have been started at least once.

☞ the version of the application(s) concerned (Excel, Word, Access or PowerPoint) corresponds to the user's training/assessment programs (if the user has been assigned a training program for Word 2002 and the user's computer runs Word 2000, things are bound to go wrong).

☞ the latest Service Packs have been installed.

☞ the dictionary (in Word) has been installed and the correct language is activated.

☞ the Solver and the Euro Currency Tools have been installed in Excel.

☞ a printer driver has been installed (you do not necessarily need to install a printer in a physical sense, but you must install the driver). Even if the printer is not strictly necessary, some of the questions will not be very meaningful if no driver is installed. For training/assessment in Access, the printer driver is indispensable.

☞ If you are using a hybrid component (interface in French/Dutch/Spanish on an operating system in English), the regional settings must be the French/Dutch/Spanish ones.

☞ Here are the system requirements for the client software:

- Windows XP, Windows 2000, Windows 95 or 98, Windows Me or NT4 (with NT4, you will need Service Pack 4 or later),
- Internet Explorer 5 or later,
- Acrobat Reader 4 or later (with versions of MEDIA *plus* from 5.5 onwards),
- 10 Mb of free space on the hard disk,
- a screen resolution of at least 800 x 600 and 65000 colours, for the graphics to look as intended.
- the computer’s capacities must be appropriate for the application being studied (look at Microsoft’s minimum requirements for the application in question).

☞ For the installation, you will need to log on as the local administrator.

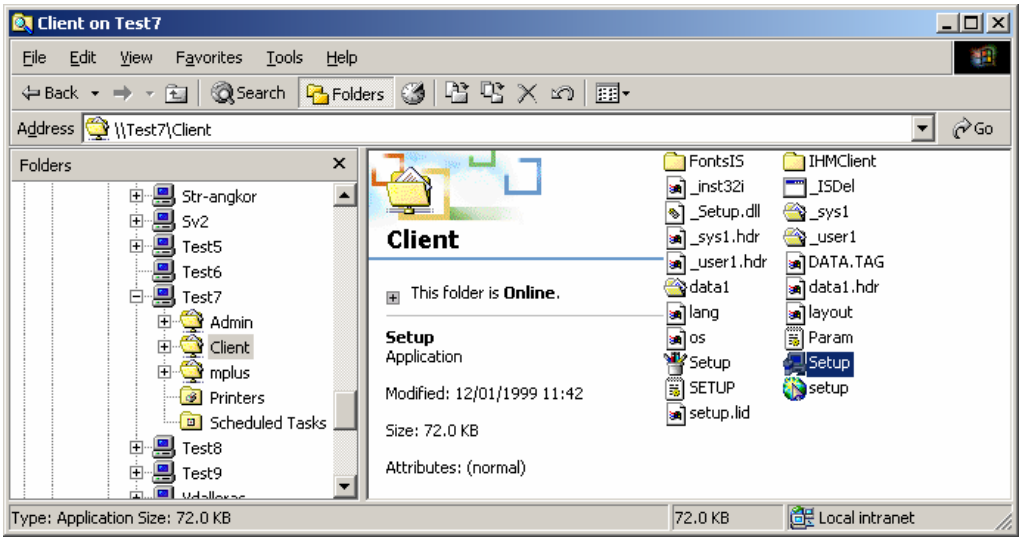
☞ Before you start the installation program, make sure that:

- no applications are open on the computer (deactivate any anti-virus software as well),
- you can access the MEDIA *plus* server computer via the **Network Neighbourhood** (or **My Network Places**),
- at least one component has already been installed on the MEDIA *plus* server.
- the computer's regional options correspond to the language you want to see on the screens of the client program.

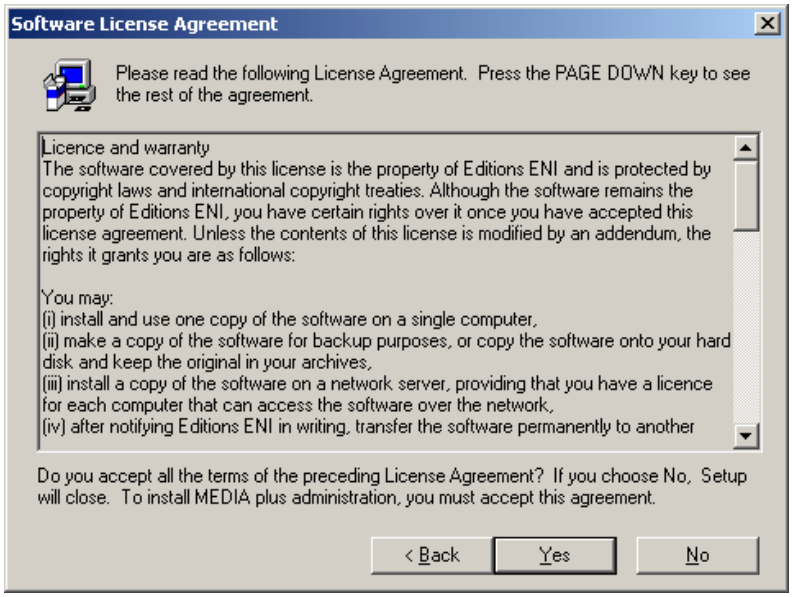
b) Installing

*If you are updating the client program, you will need to uninstall the earlier version using Windows' **Add/Remove Programs** application, before installing the version 5.6.*

☞ On the computer on which you are going to install the client software, look on your network and access the shared folder named **Client**, located on the computer on which the MEDIA *plus* server (MPlus) is installed.



☞ Double-click the **Setup.exe** file to run the installation program.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(iii) install a copy of the software on a network server, providing that you have a licence for each computer that can access the software over the network,
(iv) after notifying Editions ENI in writing, transfer the software permanently to another
Do you accept all the terms of the preceding License Agreement? If you choose No, Setup will close. To install MEDIA plus administration, you must accept this agreement.
< Back
Yes
No

☞ Read the licence agreement then click **Yes** to accept.

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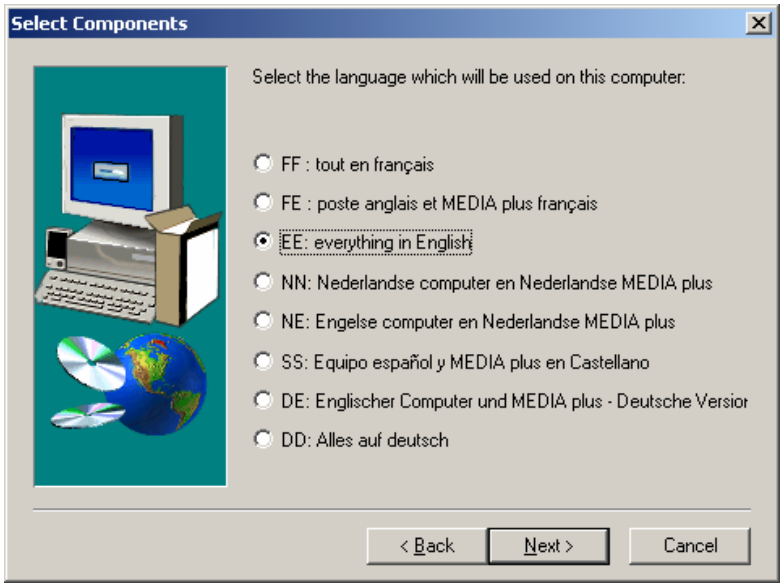

Select Components
Select the language which will be used on this computer:
FF : tout en français
FE : poste anglais et MEDIA plus français
EE: everything in English
NN: Nederlandse computer en Nederlandse MEDIA plus
NE: Engelse computer en Nederlandse MEDIA plus
SS: Equipo español y MEDIA plus en Castellano
DE: Englischer Computer und MEDIA plus - Deutsche Versior
DD: Alles auf deutsch
< Back
Next >
Cancel

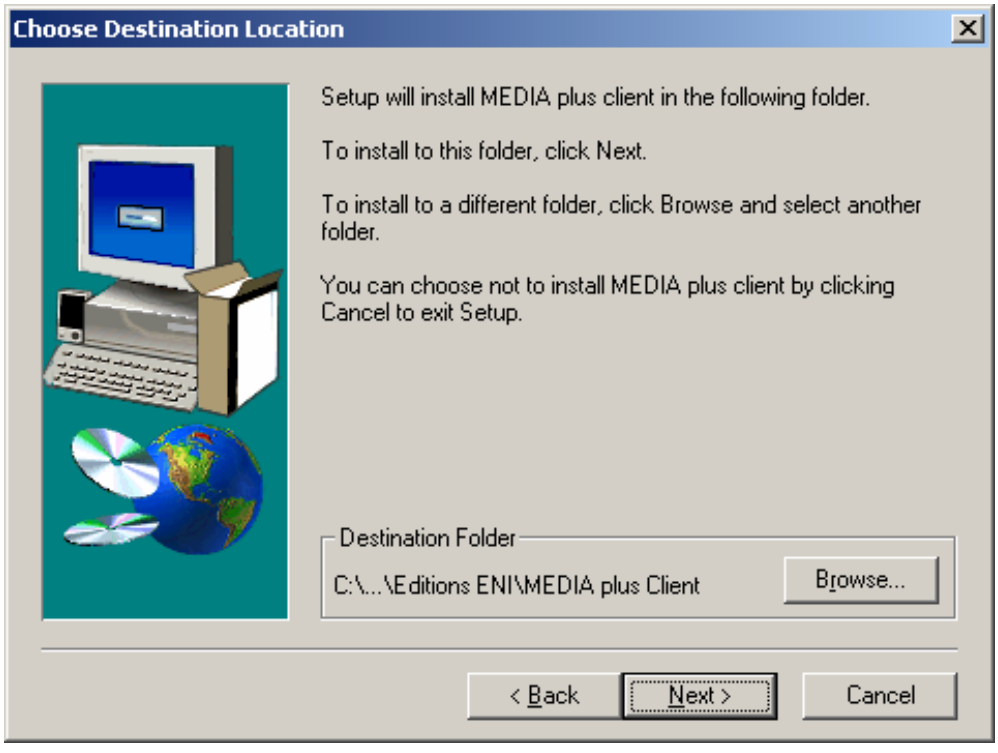
☞ Select the type of Media plus components that the workstation will use:

- **EE**: MEDIA *plus* is in English, as are Windows and the Office applications.
- **FE**: MEDIA *plus* is in French, Windows and the Office applications are in English.
- **FF**: MEDIA *plus* is in French, as are Windows and the Office applications.
- **NN**: MEDIA *plus* is in Dutch, as are Windows and the Office applications.

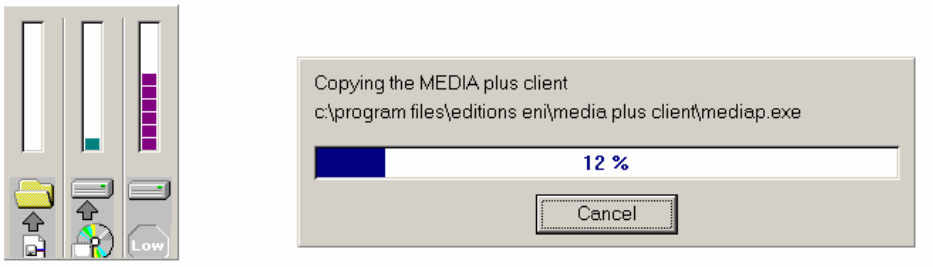
The initials used for the various languages are as follows:

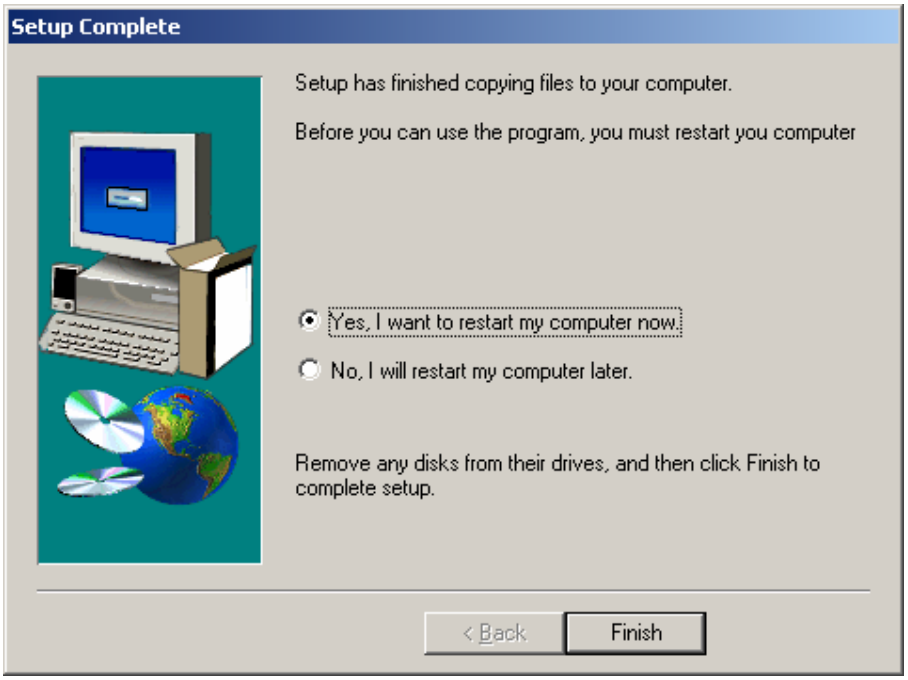
E: English
F: French
N: Dutch
S: Spanish
D: German

☞ Click **Next** to continue the installation process.


Choose Destination Location
Setup will install MEDIA plus client in the following folder.
To install to this folder, click Next.
To install to a different folder, click Browse and select another folder.
You can choose not to install MEDIA plus client by clicking Cancel to exit Setup.
Destination Folder
C:\...\Editions ENI\MEDIA plus Client
Browse...
< Back
Next >
Cancel

☞ Click **Next** to install the client program in the default folder.




Setup Complete
Setup has finished copying files to your computer.
Before you can use the program, you must restart you computer
Yes, I want to restart my computer now.
No, I will restart my computer later.
Remove any disks from their drives, and then click Finish to complete setup.
< Back
Finish

☞ Click **Finish** to complete the installation. Depending on the items you installed, you may need to restart the computer.

Administrating

➤ To start the MEDIA *plus* administration, select **Start - Programs** (or **start - All Programs**), then choose **Editions ENI - MEDIA plus administration**.
When you start the MEDIA *plus* administration for the first time, the administrator name is **Admin** by default and no password is required to access this application.

As soon as you start working with the MEDIA plus administration, it is advisable to create your own administrator account and to delete the administrator account by default (cf. Tools and extras - 3. Creating administrator accounts).

➤ Enter your administrator name and any password.

➤ Click **OK**.

*If the administration program has already been started on another computer, a message will appear to inform you of this. Click **OK** to run the administration program in read-only mode.*

In the intranet/Internet version of MEDIA *plus* you can access the administration program in read-only mode by activating the **Log on in read-only mode** option.

If this option is already active or greyed out, then an administrator is already logged on in read/write mode. The name of this administrator is given.

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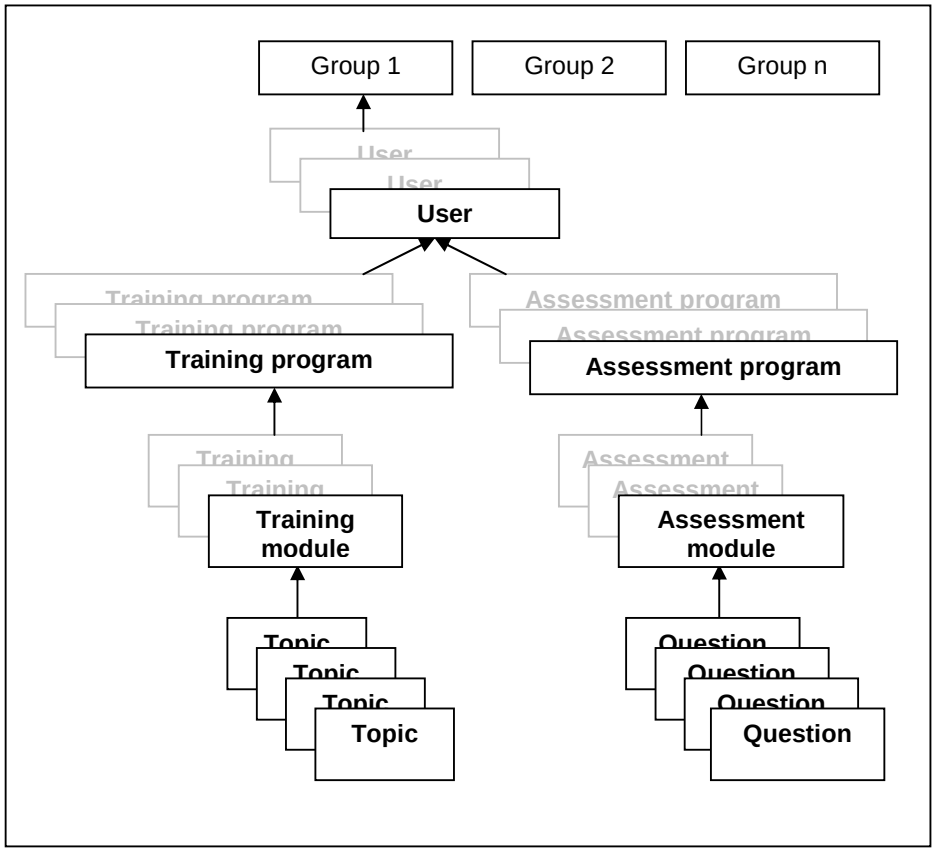
- Objects -

The MEDIA *plus* system provides 6 types of object: training modules, assessment modules, training programs, assessment programs, users and groups.

The MEDIA *plus* administrator has a set of ready-made modules and programs that he/she can assign to users or to user groups. In addition, the administrator can create new modules and programs.

The following diagram shows the standard relationships between these different objects (the topics and the questions are the basic items that the MEDIA *plus* system provides to build the modules).



☞ **Managing the objects:**

➤ Use the **Administration** – **Objects** command.

*If you see the error message "Run-time error 35600: Index out of bounds", then the database does not contain any application components. In this case, click **OK** then close the administration program and install the required components.*

*The six tabs in the **Objects** dialog box provide access to the six object types of the **MEDIA plus** system.*

☞ **Activating a tab:**

➤ Click the required tab or use its shortcut key.

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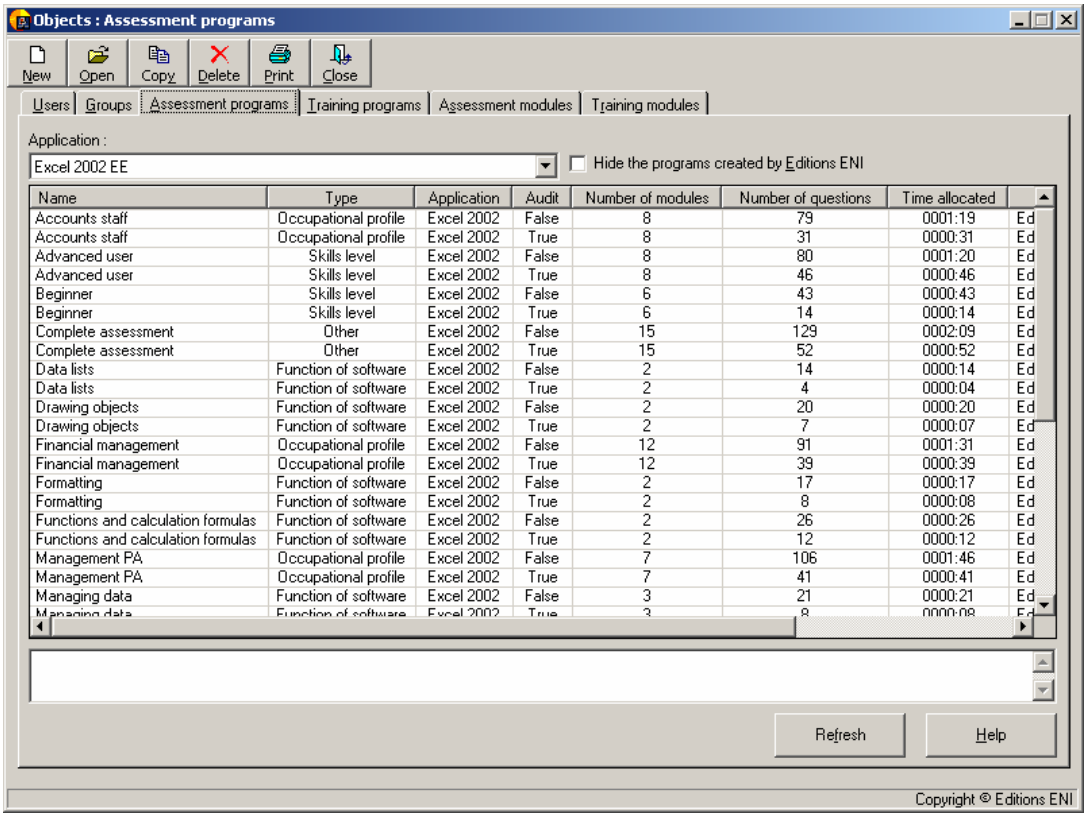

Objects : Assessment programs
New
Open
Copy
Delete
Print
Close
Users
Groups
Assessment programs
Training programs
Assessment modules
Training modules
Application :
Excel 2002 EE
Hide the programs created by Editions ENI
Name | Type | Application | Audit | Number of modules | Number of questions | Time allocated
Accounts staff | Occupational profile | Excel 2002 | False | 8 | 79 | 0001:19
Accounts staff | Occupational profile | Excel 2002 | True | 8 | 31 | 0000:31
Advanced user | Skills level | Excel 2002 | False | 8 | 80 | 0001:20
Advanced user | Skills level | Excel 2002 | True | 8 | 46 | 0000:46
Beginner | Skills level | Excel 2002 | False | 6 | 43 | 0000:43
Beginner | Skills level | Excel 2002 | True | 6 | 14 | 0000:14
Complete assessment | Other | Excel 2002 | False | 15 | 129 | 0002:09
Complete assessment | Other | Excel 2002 | True | 15 | 52 | 0000:52
Data lists | Function of software | Excel 2002 | False | 2 | 14 | 0000:14
Data lists | Function of software | Excel 2002 | True | 2 | 4 | 0000:04
Drawing objects | Function of software | Excel 2002 | False | 2 | 20 | 0000:20
Drawing objects | Function of software | Excel 2002 | True | 2 | 7 | 0000:07
Financial management | Occupational profile | Excel 2002 | False | 12 | 91 | 0001:31
Financial management | Occupational profile | Excel 2002 | True | 12 | 39 | 0000:39
Formatting | Function of software | Excel 2002 | False | 2 | 17 | 0000:17
Formatting | Function of software | Excel 2002 | True | 2 | 8 | 0000:08
Functions and calculation formulas | Function of software | Excel 2002 | False | 2 | 26 | 0000:26
Functions and calculation formulas | Function of software | Excel 2002 | True | 2 | 12 | 0000:12
Management PA | Occupational profile | Excel 2002 | False | 7 | 106 | 0001:46
Management PA | Occupational profile | Excel 2002 | True | 7 | 41 | 0000:41
Managing data | Function of software | Excel 2002 | False | 3 | 21 | 0000:21
Refresh
Help
Copyright © Editions ENI

All the tabs offer a set of six buttons in the top left of the window. If nothing is selected, some buttons may be unavailable or ineffective.

Some tabs offer specific buttons at the bottom of the window. These buttons concern only the objects under the same tab.

Each tab heads a list of the objects concerned, sorted on one or more criteria.

☞ **Sorting a list:**

➤ Click the header of the column you want to use as your sort criterion. Click once to sort in ascending order; click again to sort in descending order.

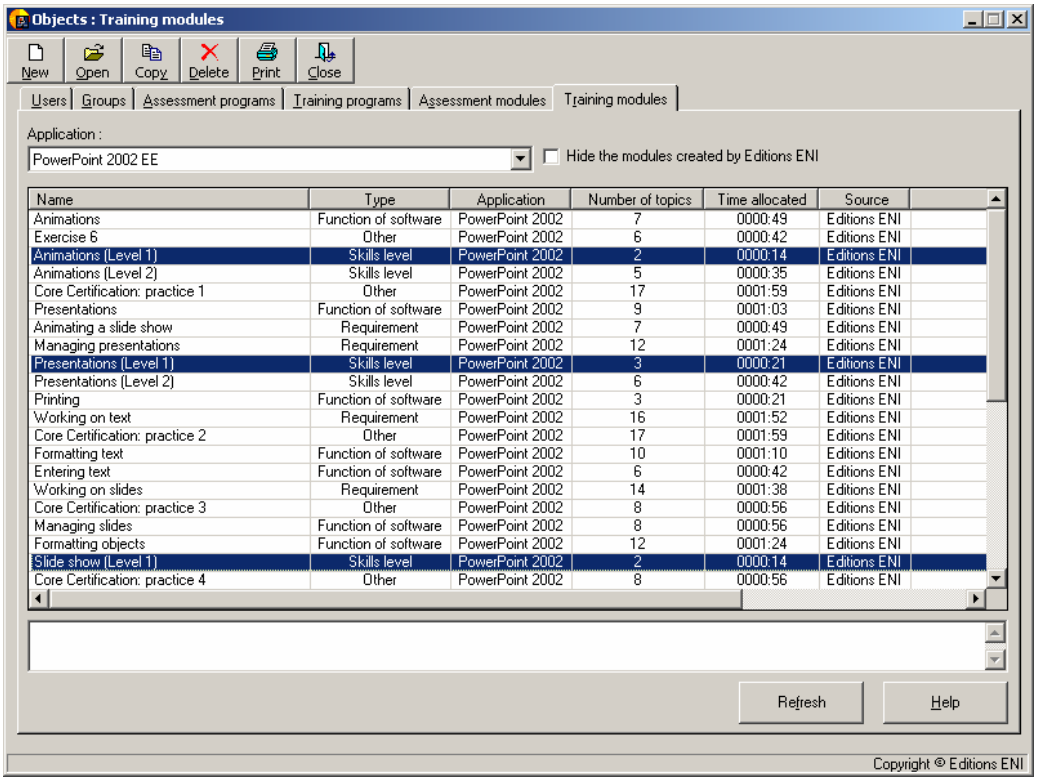
☞ **Changing the width of a column:**

➤ Drag or double-click the vertical line to the right of the header of the column whose width you want to modify.

Each list contains a variable number of objects, which you can sometimes select.

☞ **Selecting one or more objects:**

To select one object	click the object.
To select several non-adjacent objects	hold down the ❄ key and click the objects concerned.
To select several adjacent objects	hold down the ● key and click the objects concerned, or drag around the objects you want to select.


Objects : Training modules
New
Open
Copy
Delete
Print
Close
Users
Groups
Assessment programs
Training programs
Assessment modules
Training modules
Application :
PowerPoint 2002 EE
Hide the modules created by Editions ENI
Name
Type
Application
Number of topics
Time allocated
Source
Animations Function of software PowerPoint 2002 7 0000:49 Editions ENI
Exercise 6 Other PowerPoint 2002 6 0000:42 Editions ENI
Animations (Level 1) Skills level PowerPoint 2002 2 0000:14 Editions ENI
Animations (Level 2) Skills level PowerPoint 2002 5 0000:35 Editions ENI
Core Certification: practice 1 Other PowerPoint 2002 17 0001:59 Editions ENI
Presentations Function of software PowerPoint 2002 9 0001:03 Editions ENI
Animating a slide show Requirement PowerPoint 2002 7 0000:49 Editions ENI
Managing presentations Requirement PowerPoint 2002 12 0001:24 Editions ENI
Presentations (Level 1) Skills level PowerPoint 2002 3 0000:21 Editions ENI
Presentations (Level 2) Skills level PowerPoint 2002 6 0000:42 Editions ENI
Printing Function of software PowerPoint 2002 3 0000:21 Editions ENI
Working on text Requirement PowerPoint 2002 16 0001:52 Editions ENI
Core Certification: practice 2 Other PowerPoint 2002 17 0001:59 Editions ENI
Formatting text Function of software PowerPoint 2002 10 0001:10 Editions ENI
Entering text Function of software PowerPoint 2002 6 0000:42 Editions ENI
Working on slides Requirement PowerPoint 2002 14 0001:38 Editions ENI
Core Certification: practice 3 Other PowerPoint 2002 8 0000:56 Editions ENI
Managing slides Function of software PowerPoint 2002 8 0000:56 Editions ENI
Formatting objects Function of software PowerPoint 2002 12 0001:24 Editions ENI
Slide show (Level 1) Skills level PowerPoint 2002 2 0000:14 Editions ENI
Core Certification: practice 4 Other PowerPoint 2002 8 0000:56 Editions ENI
Refresh
Help
Copyright © Editions ENI

☞ **Going to a specific object quickly:**

➤ Type the first character of the name of the object concerned.

You can set a filter to limit the objects you want to view.

☞ **Filtering the objects displayed under a tab:**

➤ Open the filter list that appears above the list of objects.

➤ Click the name of the criterion you want to apply.

For **Application** filter lists, the **All** criterion shows all the objects for all the applications.

Under the **Users** tab, the **All** criterion shows all the users in the database, whether they belong to a group or not. By default, you can see the users who belong to the first group in the list.

The **Programs** and **Modules** tabs also provide the **Hide the programs** (or **modules**) **created by Editions ENI** option which you can activate to view only your own objects.

☞ **Creating an object:**

➤ Select the appropriate tab then click the **New** button.

☞ **Opening an object:**

➤ Select the object you want to open and click the **Open** button, or double-click the object.

*As with the **Objects** window, you can carry out many operations in the windows for creating and opening objects (for example, you can sort lists, change column positions and apply filters).*

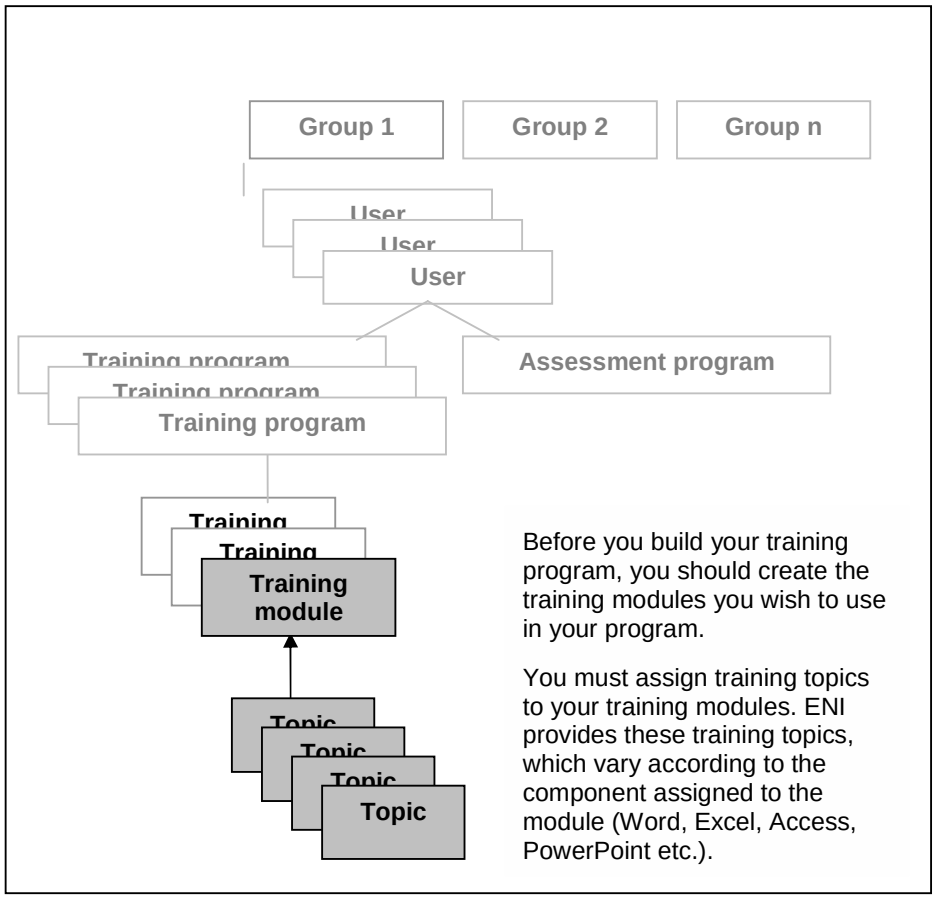
The **Save** button saves any settings you have specified, without closing the window. An error message appears if you failed to supply mandatory information or if the information you supplied was erroneous.

The **Undo** button cancels any changes you made since the last time you saved the object, without closing the window.

The **Copy** and **Print** buttons display error messages if you have not saved the latest settings you applied.

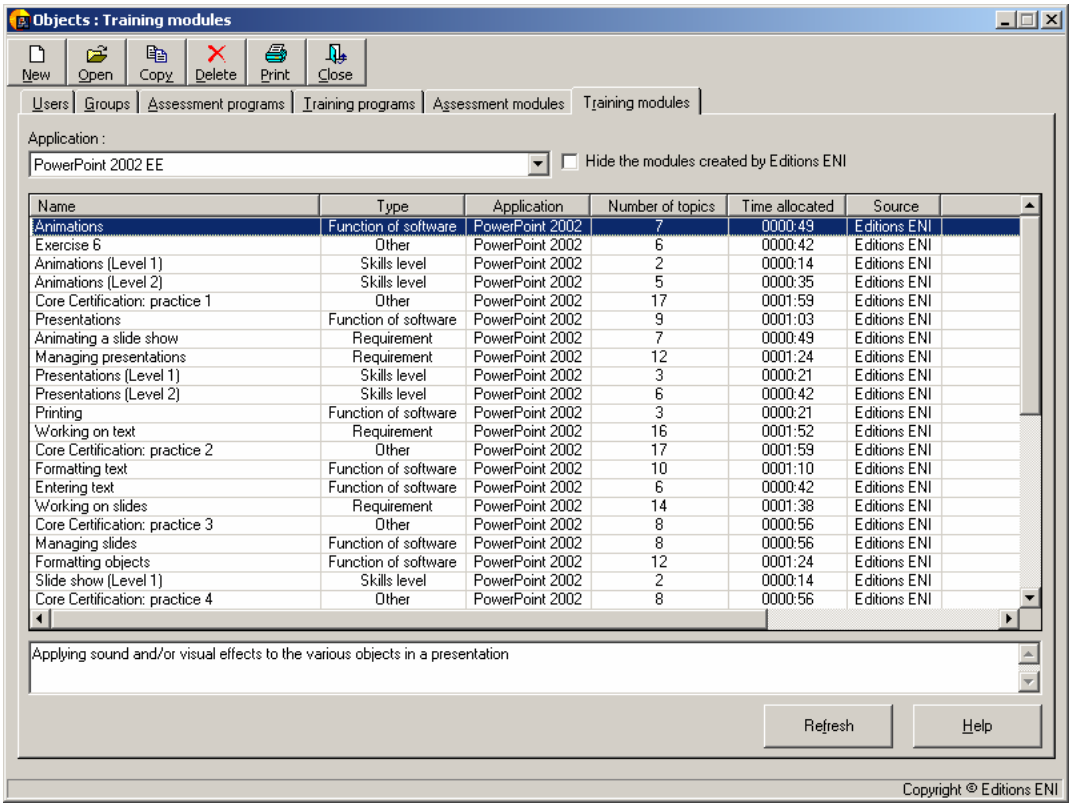
The **Close** button closes the object window and, if necessary, offers to save any changes you have made and not yet saved.

- Training modules -



☞ **Accessing the training modules:**

- In the **Objects** window, select the **Training modules** tab.
- To view a summary of the contents of a training module, select the module concerned: a summary of the module's contents appears beneath the list of modules.


Objects : Training modules
New
Open
Copy
Delete
Print
Close
Users
Groups
Assessment programs
Training programs
Assessment modules
Training modules
Application :
PowerPoint 2002 EE
Hide the modules created by Editions ENI
Name
Type
Application
Number of topics
Time allocated
Source
Animations Function of software PowerPoint 2002 7 0000:49 Editions ENI
Exercise 6 Other PowerPoint 2002 6 0000:42 Editions ENI
Animations (Level 1) Skills level PowerPoint 2002 2 0000:14 Editions ENI
Animations (Level 2) Skills level PowerPoint 2002 5 0000:35 Editions ENI
Core Certification: practice 1 Other PowerPoint 2002 17 0001:59 Editions ENI
Presentations Function of software PowerPoint 2002 9 0001:03 Editions ENI
Animating a slide show Requirement PowerPoint 2002 7 0000:49 Editions ENI
Managing presentations Requirement PowerPoint 2002 12 0001:24 Editions ENI
Presentations (Level 1) Skills level PowerPoint 2002 3 0000:21 Editions ENI
Presentations (Level 2) Skills level PowerPoint 2002 6 0000:42 Editions ENI
Printing Function of software PowerPoint 2002 3 0000:21 Editions ENI
Working on text Requirement PowerPoint 2002 16 0001:52 Editions ENI
Core Certification: practice 2 Other PowerPoint 2002 17 0001:59 Editions ENI
Formatting text Function of software PowerPoint 2002 10 0001:10 Editions ENI
Entering text Function of software PowerPoint 2002 6 0000:42 Editions ENI
Working on slides Requirement PowerPoint 2002 14 0001:38 Editions ENI
Core Certification: practice 3 Other PowerPoint 2002 8 0000:56 Editions ENI
Managing slides Function of software PowerPoint 2002 8 0000:56 Editions ENI
Formatting objects Function of software PowerPoint 2002 12 0001:24 Editions ENI
Slide show (Level 1) Skills level PowerPoint 2002 2 0000:14 Editions ENI
Core Certification: practice 4 Other PowerPoint 2002 8 0000:56 Editions ENI
Applying sound and/or visual effects to the various objects in a presentation
Refresh
Help
Copyright © Editions ENI

***ENI** provides a number of training modules for each component installed in the database. You can also create your own modules.*

1 - Creating a training module

*While you are creating your training module, remember to click the **Save** button regularly.*

➤ Under the **Training modules** tab in the **Objects** window, click the **New** button.

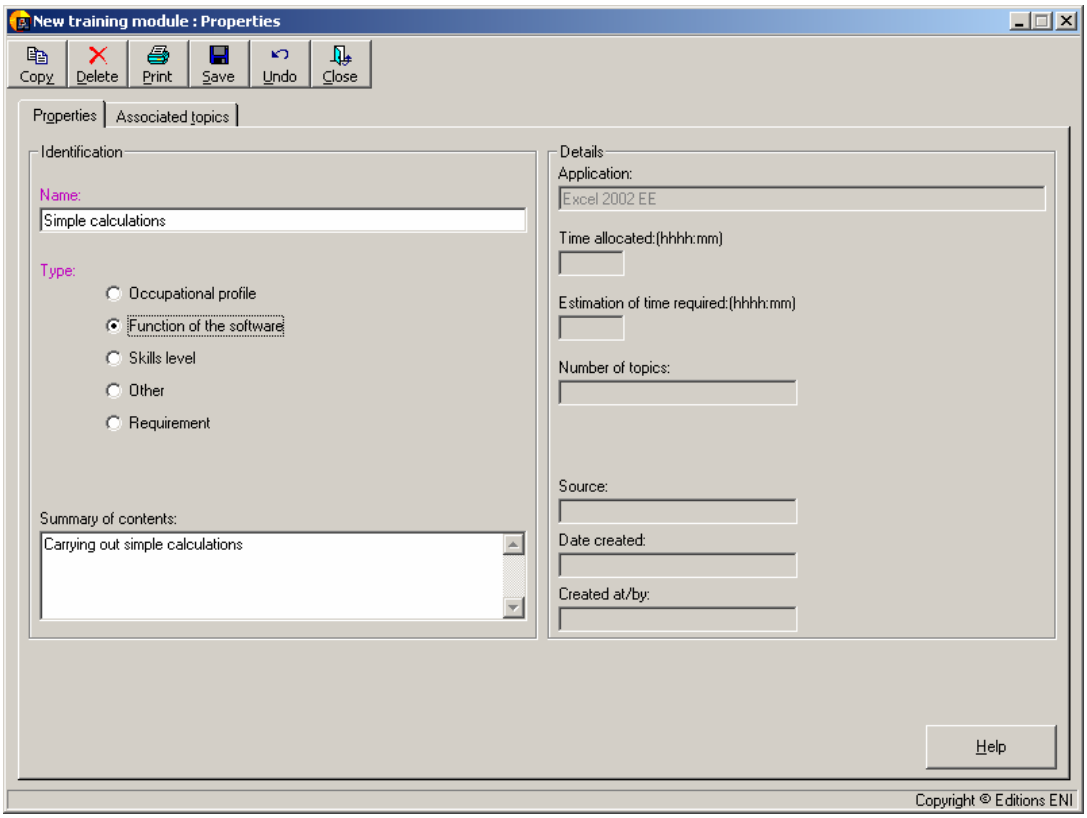
➤ Leave the **Properties** tab active and fill in the different text boxes. Names of required fields appear in a different colour (maroon).

The **Name** of the training module can contain letters and/or numbers, but you should avoid using symbols or special characters.

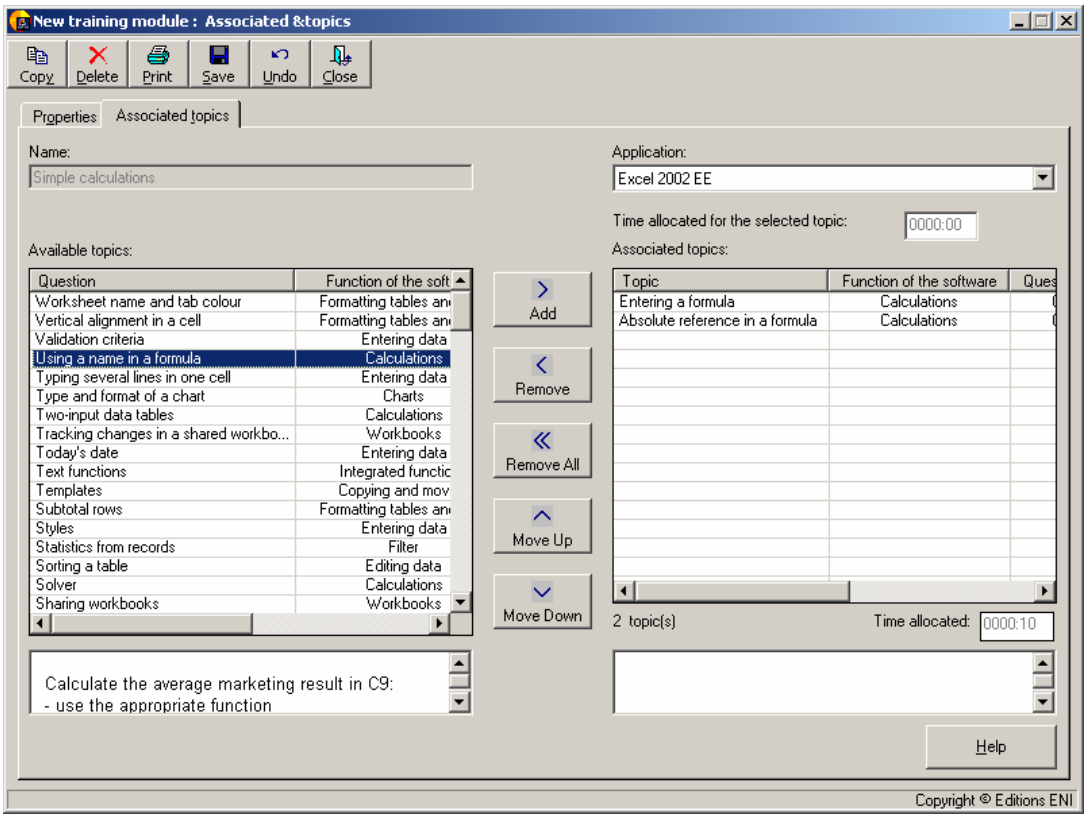
The module **Type** is **Occupational profile** by default. As this type appears as a column in the list of modules, you can sort your list according to this criterion.

You can enter a **Summary of contents** for the module. This text will appear under the list of modules when you select the module concerned. However, this text should not contain quotation marks (") or curly brackets ({ and }), as these characters can provoke errors when users log on via the Internet/intranet version of the MEDIA *plus* system.

The MEDIA *plus* system automatically provides the information in the **Details** frame when you save your new training module.



- Activate the **Associated topics** tab.
  Under this tab, the left hand list shows the **Available topics** you can associate with the module and the right hand list shows the module's **Associated topics**.
- Select the module's application and environment using the **Application** list. You cannot mix topics from different applications in the same module. If you select a different application while you are creating your module, MEDIA *plus* clears the right hand list of associated topics.
- You can sort the list by the contents of a particular column (by **Topic**, by **Fonction of the software**, etc.) by clicking the column's header.
- In the **Available topics** list, select the topic(s) you want to associate with your module. When you select a topic in this list, its description appears in the pane underneath the list.
- Click the **Add** button: the topics you selected in the left hand list now appear in the right hand list of **Associated topics**.
- If necessary, you can select one of the **Associated topics** then change the **Time allocated for the selected topic**.



*The number of topics associated with the module and the total **Time allocated** appear under the right hand list of **Associated topics**.*

The following constraints apply when you create modules:
- A training module can contain between 1 and 25 topics.
- A topic can last between 1 and 60 minutes.
- Once you have saved a module, you can no longer change its application.

☞ **Removing one or more topics from a training module:**

- Under the **Associated topics** tab for the module concerned, select the topics you want to remove in the right hand list.
- Click the **Remove** button: the topics you selected disappear from the right hand list and re-appear in the left hand list of **Available topics**.
- Click the **Remove All** button to remove all the topics from the right hand list, irrespective of the topics that are currently selected in this list.

☞ **Changing the order of the topics in a module:**

*The order of the topics in the **Associated topics** list is the order in which the user will work through them. You may wish to change this order.*

- Under the **Associated topics** tab for the module concerned, select the topic you want to move in the right hand list.
- Click the **Move Up** button or the **Move Down** button according to how you want to move the topic.

2 - Modifying a training module

➤ Activate the **Training modules** tab in the **Objects** window.

➤ Select the training module you want to modify and click the **Open** button, or double-click the training module you want to modify.

➤ Make your changes.

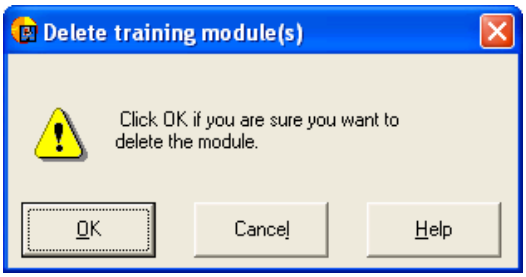
You cannot change a module if the module is provided by ENI or if the module is currently included in one or more users' program(s) (in this case, you must remove the module from the program before you can change it).

3 - Deleting a training module

➤ Activate the **Training modules** tab in the **Objects** window.

➤ Select the training module(s) you want to delete, or open the training module you want to delete.

➤ Click the **Delete** button.



➤ Confirm that you want to delete the module(s) by clicking **OK**.

You cannot delete a module if the module is provided by ENI or if the module is currently included in one or more users' program(s) (in this case, you must remove the module from the program before you can delete it).

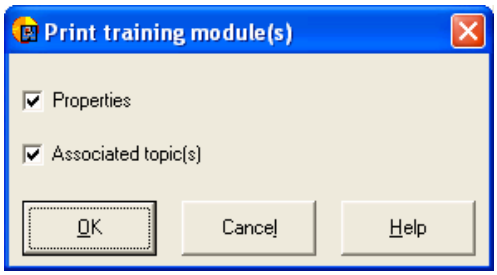
4 - Printing a training module

➤ Activate the **Training modules** tab in the **Objects** window.

➤ Select or open the training module you want to print.

➤ Click the **Print** button.

➤ Define the items you want to print: the **Properties** of the training module and/or its **Associated topic(s)**.



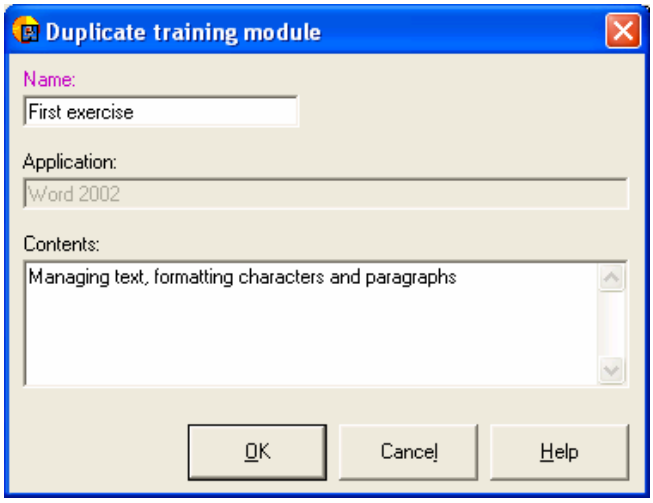
➤ Click the **OK** button.

A separate print preview window appears. From this preview, you can zoom in or out of the text, start printing or export to a text or spreadsheet file (using the button).

Printing all the modules whose name begins with "Exercise" will give you a complete list of the topics covered in MEDIA plus, in the order which ENI recommends as a natural learning progression.

5 - Duplicating a training module

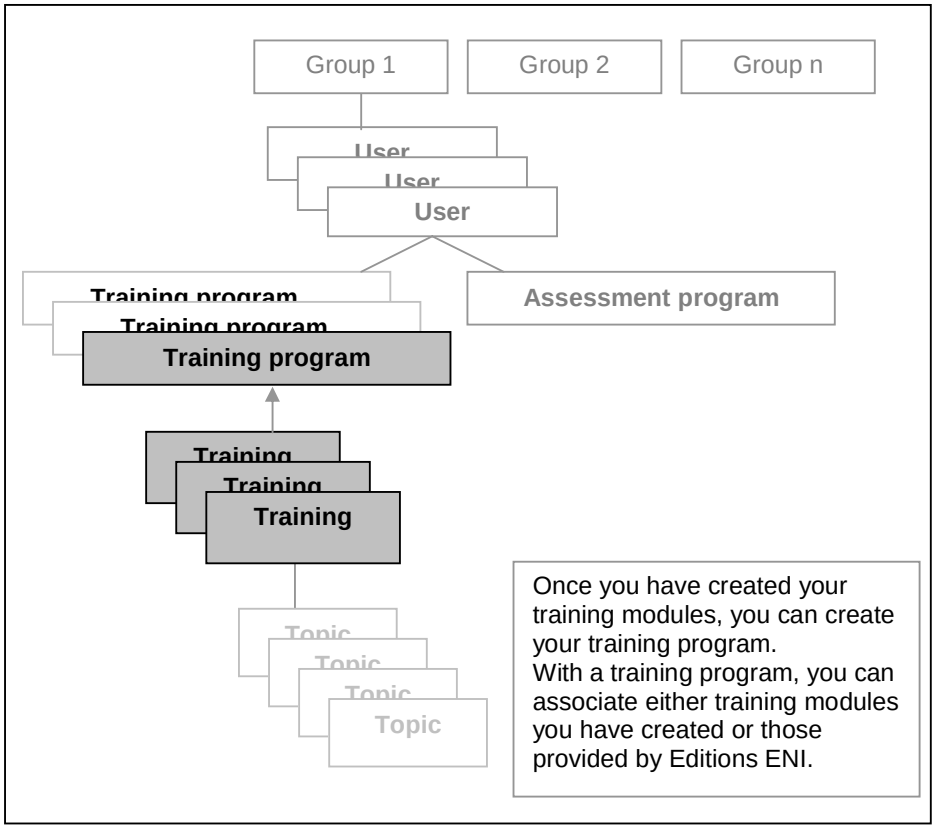
- Activate the **Training modules** tab in the **Objects** window.
- Select or open the training module you want to duplicate.
- Click the **Copy** button.
- Enter the **Name** of your duplicate module and, if necessary, enter a description of its **Contents**.



- Confirm the duplication by clicking **OK**.

A duplicated module contains the same topics as the original module.

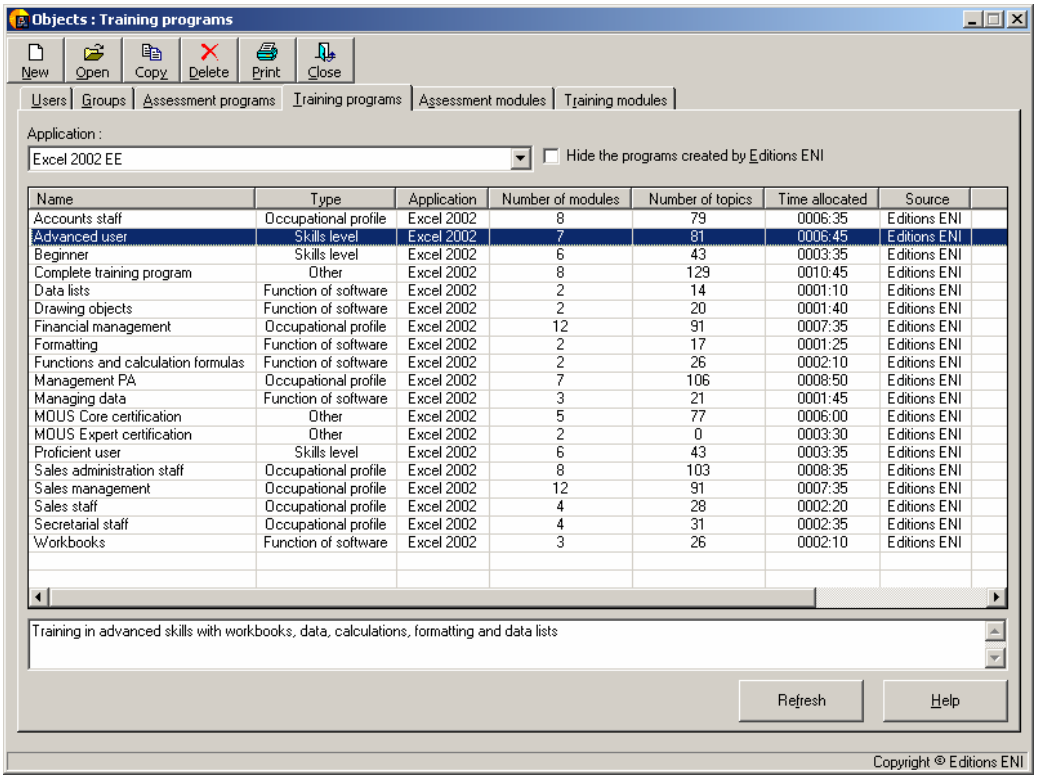
- Training programs -



☞ **Accessing the training programs:**

➤ In the **Objects** window, select the **Training programs** tab.

➤ To view a summary of the contents of a training program, select the program concerned: a summary of the program's contents appears beneath the list of programs.


Objects : Training programs
New
Open
Copy
Delete
Print
Close
Users
Groups
Assessment programs
Training programs
Assessment modules
Training modules
Application :
Excel 2002 EE
Hide the programs created by Editions ENI
Name | Type | Application | Number of modules | Number of topics | Time allocated | Source
Accounts staff | Occupational profile | Excel 2002 | 8 | 79 | 0006:35 | Editions ENI
Advanced user | Skills level | Excel 2002 | 7 | 81 | 0006:45 | Editions ENI
Beginner | Skills level | Excel 2002 | 6 | 43 | 0003:35 | Editions ENI
Complete training program | Other | Excel 2002 | 8 | 129 | 0010:45 | Editions ENI
Data lists | Function of software | Excel 2002 | 2 | 14 | 0001:10 | Editions ENI
Drawing objects | Function of software | Excel 2002 | 2 | 20 | 0001:40 | Editions ENI
Financial management | Occupational profile | Excel 2002 | 12 | 91 | 0007:35 | Editions ENI
Formatting | Function of software | Excel 2002 | 2 | 17 | 0001:25 | Editions ENI
Functions and calculation formulas | Function of software | Excel 2002 | 2 | 26 | 0002:10 | Editions ENI
Management PA | Occupational profile | Excel 2002 | 7 | 106 | 0008:50 | Editions ENI
Managing data | Function of software | Excel 2002 | 3 | 21 | 0001:45 | Editions ENI
MOUS Core certification | Other | Excel 2002 | 5 | 77 | 0006:00 | Editions ENI
MOUS Expert certification | Other | Excel 2002 | 2 | 0 | 0003:30 | Editions ENI
Proficient user | Skills level | Excel 2002 | 6 | 43 | 0003:35 | Editions ENI
Sales administration staff | Occupational profile | Excel 2002 | 8 | 103 | 0008:35 | Editions ENI
Sales management | Occupational profile | Excel 2002 | 12 | 91 | 0007:35 | Editions ENI
Sales staff | Occupational profile | Excel 2002 | 4 | 28 | 0002:20 | Editions ENI
Secretarial staff | Occupational profile | Excel 2002 | 4 | 31 | 0002:35 | Editions ENI
Workbooks | Function of software | Excel 2002 | 3 | 26 | 0002:10 | Editions ENI
Training in advanced skills with workbooks, data, calculations, formatting and data lists
Refresh
Help
Copyright © Editions ENI

*For each component installed in the database, Editions ENI provides a number of training programs, including a program called **Complete training program**, which contains all the training topics for the component. At the end of each of its modules, this program offers a practice exercise.*
*The **Complete training program** contains modules called Exercise 1, Exercise 2, etc.*

1 - Creating a training program

*While you are creating your training program, remember to click the **Save** button regularly.*

☞ **Creating a new training program:**

➤ Under the **Training programs** tab in the **Objects** window, click the **New** button.

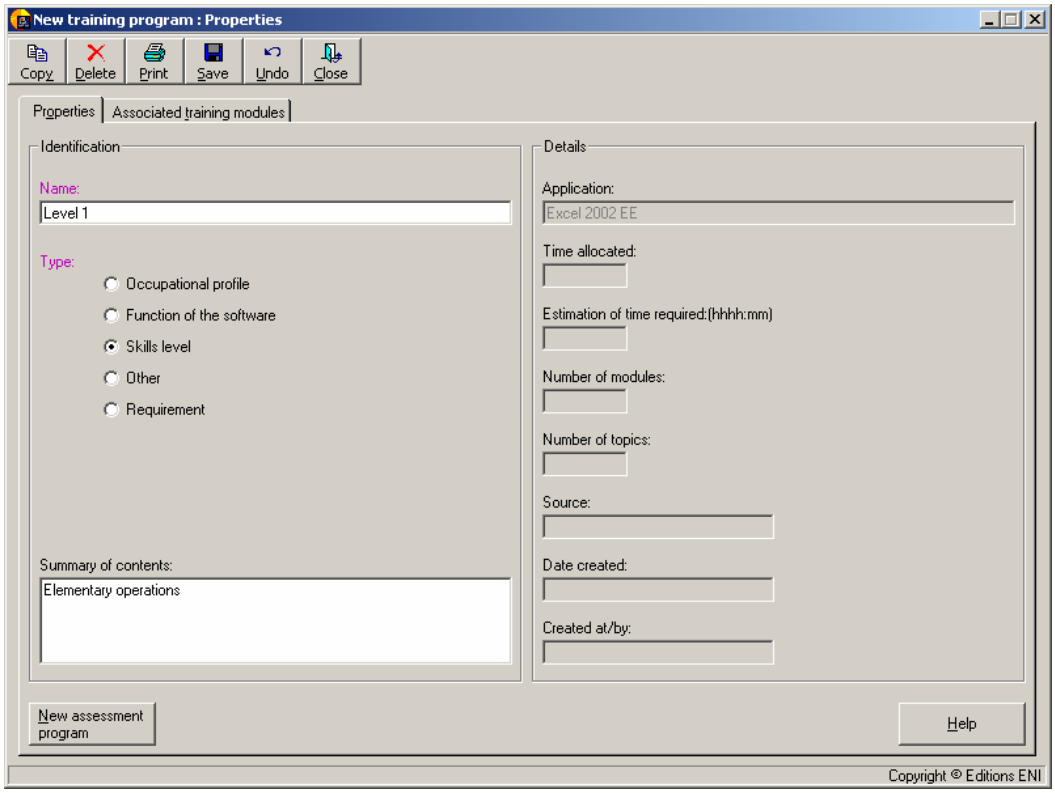
➤ Leave the **Properties** tab active and fill in the different text boxes. Names of required fields appear in a different colour (maroon).

The **Name** of the training program can contain letters and/or numbers, but you should avoid using symbols or special characters. This name is a required field.

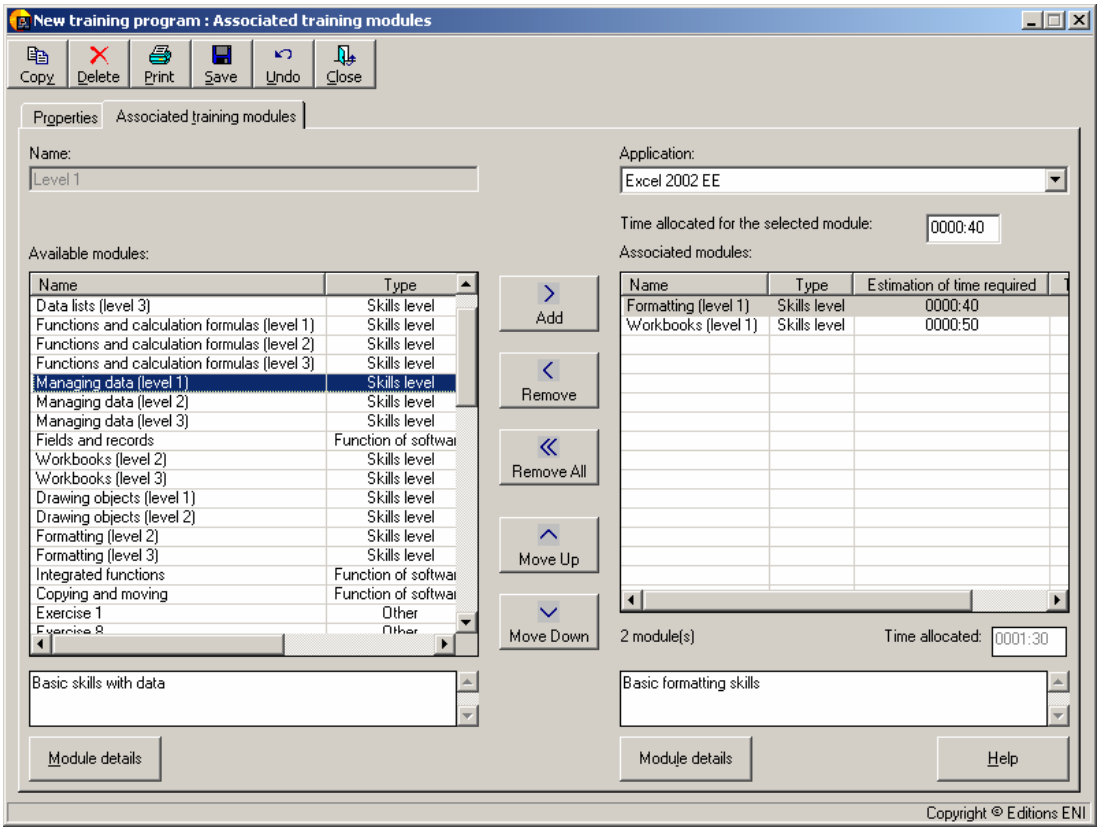
The program **Type** is **Occupational profile** by default. As this type appears as a column in the list of programs, you can sort your list according to this criterion.

You can enter a **Summary of contents** for the program. This text will appear under the list of programs when you select the program concerned. However, this text should not contain quotation marks (") or curly brackets ({ and }), as these characters can provoke errors when users log on via the Internet/intranet version of the MEDIA *plus* system.

The MEDIA *plus* system automatically provides the information in the **Details** frame when you save your new training program.



- Activate the **Associated training modules** tab.
  Under this tab, the left hand list shows the **Available modules** you can associate with the program and the right hand list shows the program's **Associated modules**.
- Select the program's application and environment using the **Application** list. You cannot include modules from different applications in the same program. If you select a different application while you are creating your program, MEDIA *plus* clears the right hand list of associated modules.
- In the **Available modules** list, select the module(s) you want to associate with your program. When you select a module in this list, its description appears in the pane underneath the list.
- Click the **Add** button: the topics you selected in the left hand list appear in the right hand list of **Associated modules**.
- To view further information on a specific module, select the module concerned and click the **Module details** button under the module list. The selected training module opens and you can consult the list of topics associated with this module, in read-only mode.
- If necessary, you can select one of the **Associated modules** then change the **Time allocated for the selected module**.



*The number of topics associated with the program and the total **Time allocated** appear under the right hand list of **Associated modules**.*

The following constraints apply when you create training programs:
- A training program can contain between 1 and 15 modules.
- A module can last between 1 minute and 25 hours.
- Once you have saved a program, you can no longer change its application.

☞ **Removing one or more modules from a training program:**

➤ Under the **Associated training modules** tab for the program concerned, select the modules you want to remove from the right hand list.

➤ Click the **Remove** button: the modules you selected disappear from the right hand list and re-appear in the left hand list of **Available modules**.

➤ Click the **Remove All** button to remove all the modules from the right hand list, irrespective of any modules that are currently selected in the list.

☞ **Changing the order of the modules in a program:**

*The order of the modules in the **Associated modules** list is the order in which the user will work through them. You may wish to change this order.*

➤ Under the **Associated training modules** tab for the program concerned, select the module you want to move up or down in the right hand list.

➤ Click the **Move Up** button or the **Move Down** button according to how you want to move the module.

2 - Modifying a training program

➢ Activate the **Training programs** tab in the **Objects** window.

➢ Select the training program you want to modify and click the **Open** button, or double-click the training program you want to modify.

➢ Make the changes you require.

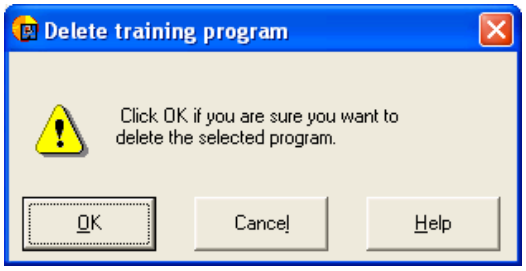
You cannot change a program if the program is provided by Editions ENI or if it is currently associated with a user account (in this case, you must remove the program from the user account before you can change it).

3 - Deleting a training program

➢ Activate the **Training programs** tab in the **Objects** window.

➢ Select the training program(s) you want to delete, or open the training program you want to delete.

➢ Click the **Delete** button.



➢ Confirm that you want to delete the program(s) by clicking **OK**.

You cannot delete a program if the program is provided by ENI or if the program is currently associated with a user account (in this case, you must remove the program from the user account before you can delete it).

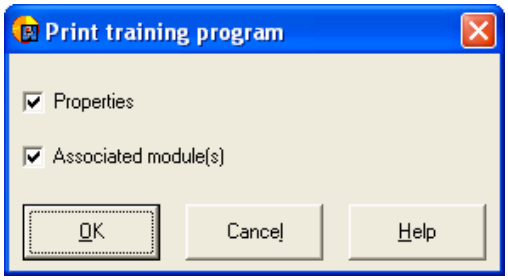
4 - Printing a training program

➢ Activate the **Training programs** tab in the **Objects** window.

➢ Select the training program(s) you want to print, or open the training program you want to print.

➢ Click the **Print** button.

➢ Define the items you want to print: the **Properties** of the training program and/or its **Associated module(s)**.



➢ Click the **OK** button to start printing.

A separate print preview window appears. From this preview, you can zoom in or out of the text, start printing or export to a text or spreadsheet file (using the *button).*

5 - Other ways of creating a training program

You can create a training program by duplicating an existing training program or even by transforming an existing assessment program.

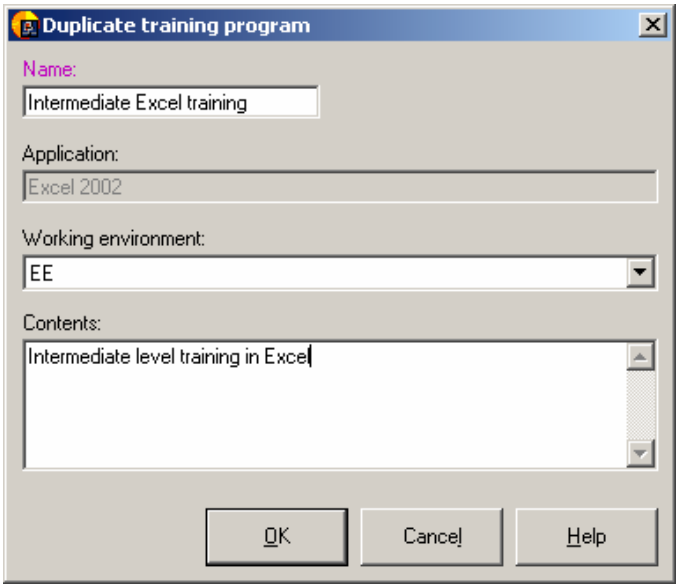
☞ **Creating a training program from an existing training program:**

➤ Activate the **Training programs** tab in the **Objects** window.

➤ Select or open the training program you want to duplicate.

➤ Click the **Copy** button.

➤ Enter the **Name** of your duplicate program and, if necessary, choose a new **Working environment** and enter a new description of its **Contents**.



➤ Confirm the duplication by clicking **OK**.

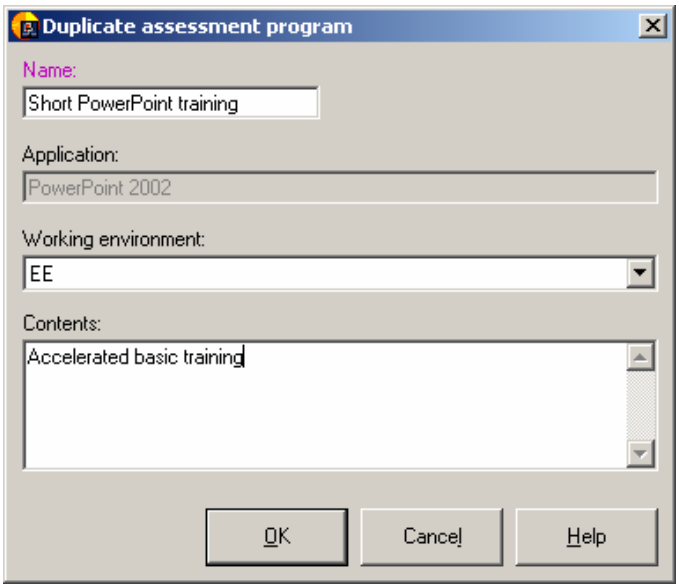
The duplicated program will contain the same modules as the original program.

☞ **Creating a training program from an existing assessment program:**

➤ Open the **Assessment programs** concerned and select the **Properties** tab.

➤ Click the **New training program** button.

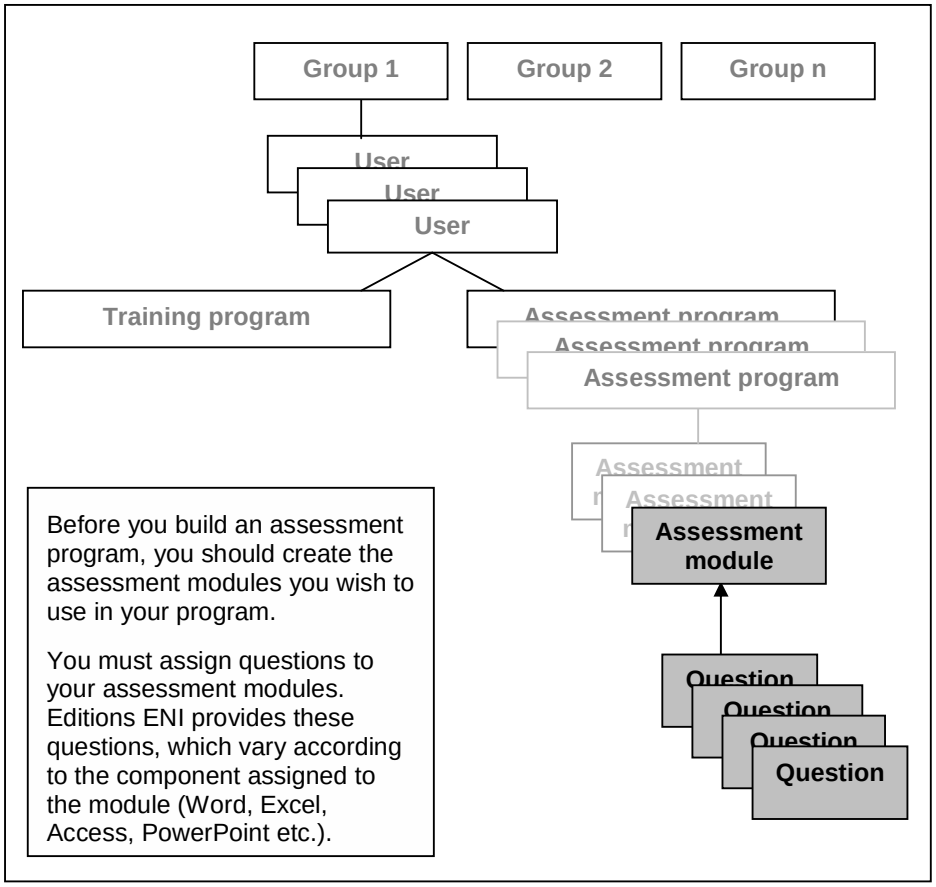
➤ Enter the **Name** of your duplicate program and, if necessary, enter a new description of its **Contents**.



➤ Confirm the duplication by clicking **OK**.

*When you create a training program from an existing assessment program, the training modules you create bear the same names as the original assessment modules, with a number added at the end. Also the word **Training** is added automatically to the end of the name of the training program. You may wish to re-open the new training program and its modules to rename them.*

- Assessment modules -

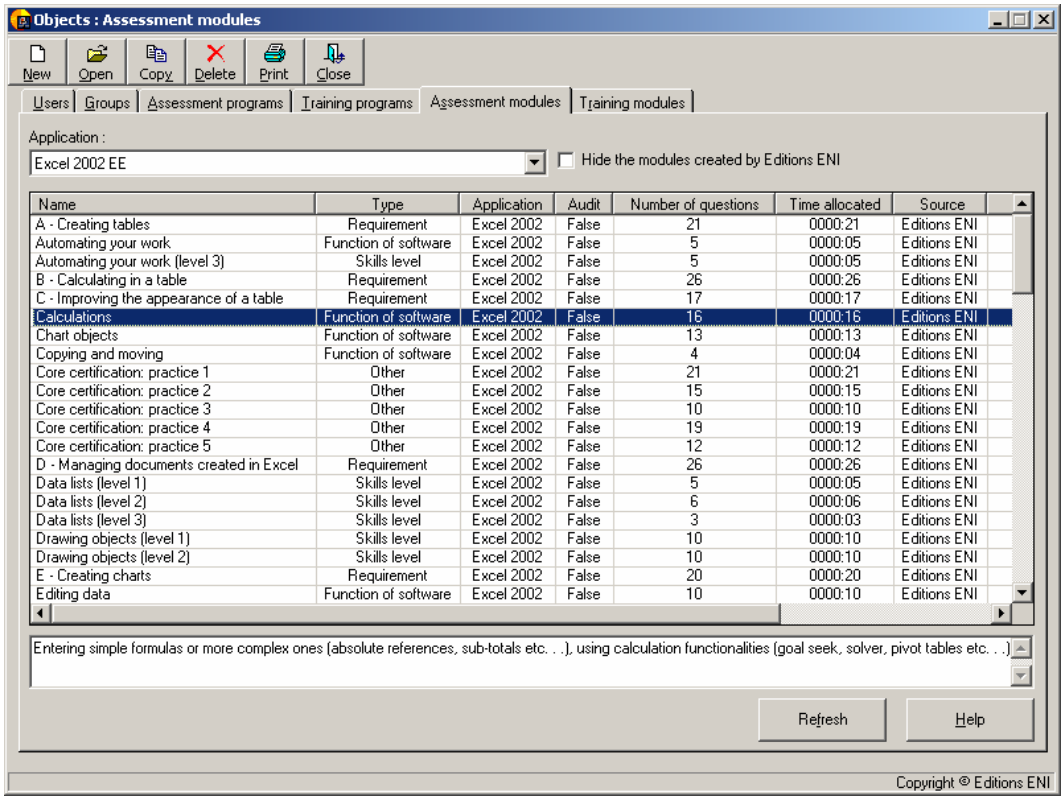

Group 1
Group 2
Group n
User
User
User
Training program
Assessment program
Assessment program
Assessment program
Assessment module
Question
Question
Question
Question
Before you build an assessment program, you should create the assessment modules you wish to use in your program.
You must assign questions to your assessment modules. Editions ENI provides these questions, which vary according to the component assigned to the module (Word, Excel, Access, PowerPoint etc.).

© Editions ENI

☞ **Accessing the assessment modules:**

➤ In the **Objects** window, select the **Assessment modules** tab.

➤ To view a summary of the contents of an assessment module, select the module concerned: a summary of the module's contents appears beneath the list of modules.


Objects : Assessment modules
New
Open
Copy
Delete
Print
Close
Users
Groups
Assessment programs
Training programs
Assessment modules
Training modules
Application :
Excel 2002 EE
Hide the modules created by Editions ENI
Name | Type | Application | Audit | Number of questions | Time allocated | Source
A - Creating tables | Requirement | Excel 2002 | False | 21 | 0000:21 | Editions ENI
Automating your work | Function of software | Excel 2002 | False | 5 | 0000:05 | Editions ENI
Automating your work (level 3) | Skills level | Excel 2002 | False | 5 | 0000:05 | Editions ENI
B - Calculating in a table | Requirement | Excel 2002 | False | 26 | 0000:26 | Editions ENI
C - Improving the appearance of a table | Requirement | Excel 2002 | False | 17 | 0000:17 | Editions ENI
Calculations | Function of software | Excel 2002 | False | 16 | 0000:16 | Editions ENI
Chart objects | Function of software | Excel 2002 | False | 13 | 0000:13 | Editions ENI
Copying and moving | Function of software | Excel 2002 | False | 4 | 0000:04 | Editions ENI
Core certification: practice 1 | Other | Excel 2002 | False | 21 | 0000:21 | Editions ENI
Core certification: practice 2 | Other | Excel 2002 | False | 15 | 0000:15 | Editions ENI
Core certification: practice 3 | Other | Excel 2002 | False | 10 | 0000:10 | Editions ENI
Core certification: practice 4 | Other | Excel 2002 | False | 19 | 0000:19 | Editions ENI
Core certification: practice 5 | Other | Excel 2002 | False | 12 | 0000:12 | Editions ENI
D - Managing documents created in Excel | Requirement | Excel 2002 | False | 26 | 0000:26 | Editions ENI
Data lists (level 1) | Skills level | Excel 2002 | False | 5 | 0000:05 | Editions ENI
Data lists (level 2) | Skills level | Excel 2002 | False | 6 | 0000:06 | Editions ENI
Data lists (level 3) | Skills level | Excel 2002 | False | 3 | 0000:03 | Editions ENI
Drawing objects (level 1) | Skills level | Excel 2002 | False | 10 | 0000:10 | Editions ENI
Drawing objects (level 2) | Skills level | Excel 2002 | False | 10 | 0000:10 | Editions ENI
E - Creating charts | Requirement | Excel 2002 | False | 20 | 0000:20 | Editions ENI
Editing data | Function of software | Excel 2002 | False | 10 | 0000:10 | Editions ENI
Entering simple formulas or more complex ones (absolute references, sub-totals etc. . .), using calculation functionalities (goal seek, solver, pivot tables etc. . .)
Refresh
Help
Copyright © Editions ENI

Editions ENI provides a number of assessment modules for each component installed in the database.

1 - Creating an assessment module

*While you are creating your assessment module, remember to click the **Save** button regularly.*

➤ Under the **Assessment modules** tab in the **Objects** window, click the **New** button.

➤ Leave the **Properties** tab active and fill in the different text boxes. Names of required fields appear in a different colour.

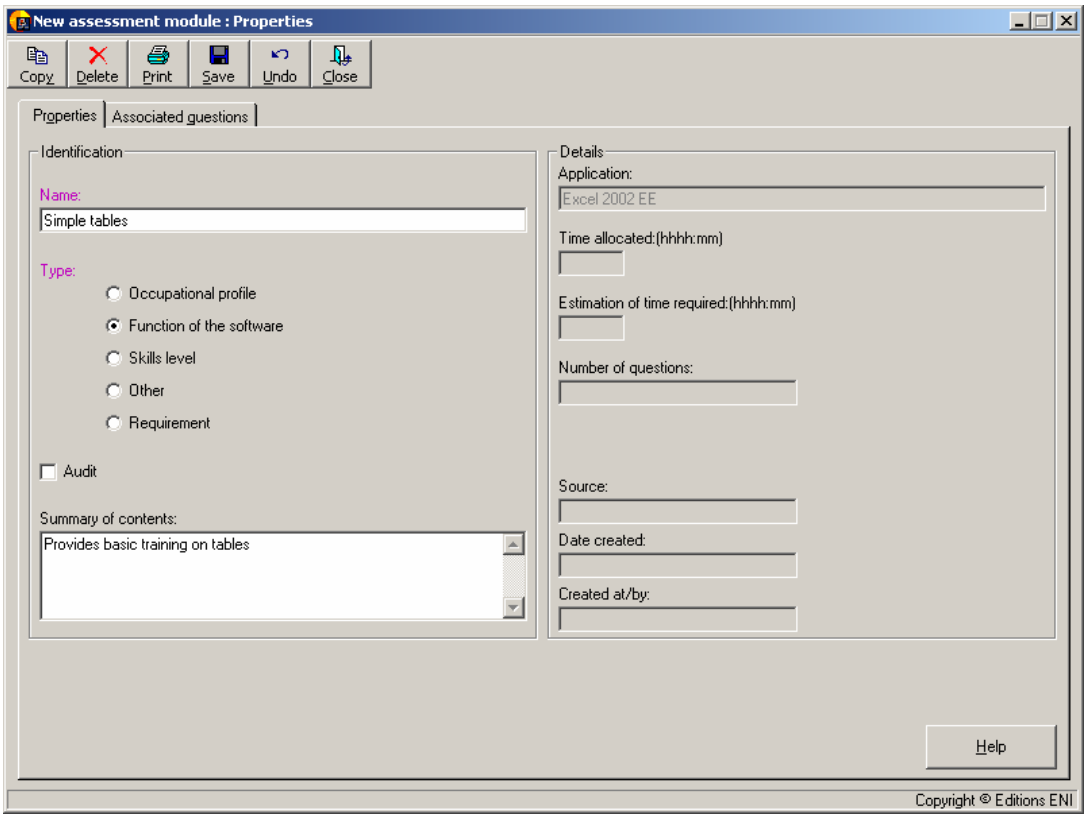
The **Name** of the assessment module can contain letters and/or numbers, but you should avoid using symbols or special characters.

The module **Type** is **Occupational profile** by default. As this type appears as a column in the list of modules, you can sort your list according to this criterion.

Activate the **Audit** option to indicate that the module contains essential questions for rapid assessment. Editions ENI provides two versions of each predefined assessment module: a version in Audit mode and a version in Non-audit mode. In the **Objects** window under the **Assessment modules** tab, the **Audit** column indicates this mode (**True** indicates Audit mode and **False** indicates Non-Audit mode).

You can enter a **Summary of contents** for the module. This text will appear under the list of modules when you select the module concerned. However, this text should not contain quotation marks (") or curly brackets ({ and }), as these characters can provoke errors when users log on via the Internet/intranet version of the MEDIA *plus* system.

The MEDIA *plus* system automatically provides the information in the **Details** frame when you save your new assessment module.



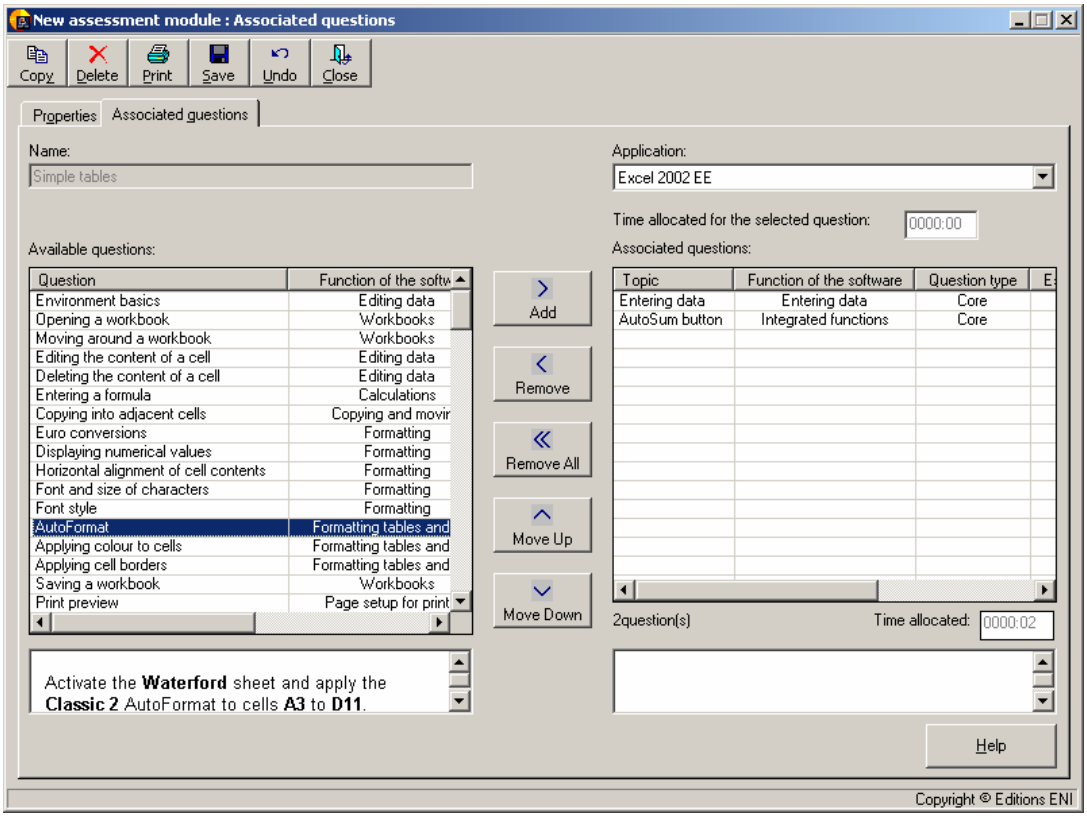
➤ Activate the **Associated questions** tab.
Under this tab, the left hand list shows the **Available questions** you can associate with the module and the right hand list shows the module's **Associated questions**.

➤ Select the module's application and environment using the **Application** list. You cannot include questions from different applications in the same module. If you select a different application while you are creating your module, MEDIA *plus* clears the right hand list of associated questions.
You can change the sort order of the **Associated questions** list by clicking the header of the column by which you want to sort (such as **Topic** or **Function of the software**, for example).

➤ In the **Available questions** list, select the question(s) you want to associate with your module. When you select a question in this list, its description appears in the pane underneath the list.

➤ Click the **Add** button: the questions you selected in the left hand list appear in the right hand list of **Associated questions**.

➤ If necessary, you can select one of the **Associated questions** then change the **Time allocated for the selected question**.



*The number of questions associated with the module and the total **Time allocated** appear under the right hand list of **Associated questions**.*

The following constraints apply when you create modules:
- An assessment module can contain between 1 and 25 questions.
- A question can last between 1 and 60 minutes.
- Once you have saved a module, you can no longer change its application.

☞ **Removing one or more questions from an assessment module:**

➤ Under the **Associated questions** tab for the module concerned, select the questions you want to remove in the right hand list.

➤ Click the **Remove** button: the questions you selected disappear from the right hand list and re-appear in the left hand list of **Available questions**.

➤ Click the **Remove All** button to remove all the questions from the right hand list, irrespective of any questions that are currently selected in this list.

☞ **Changing the order of the questions in a module:**

*The order of the questions in the **Associated questions** list is the order in which the user will work through them. You may wish to change the order.*

➤ Under the **Associated questions** tab for the module concerned, select the question you want to move up or down in the right hand list.

➤ Click the **Move Up** button or the **Move Down** button according to where you want the question to appear.

2 - Modifying an assessment module

➤ Activate the **Assessment modules** tab in the **Objects window**.

➤ Select the assessment module you want to modify and click the **Open** button,
or
double-click the assessment module you want to modify.

➤ Make the changes you require.

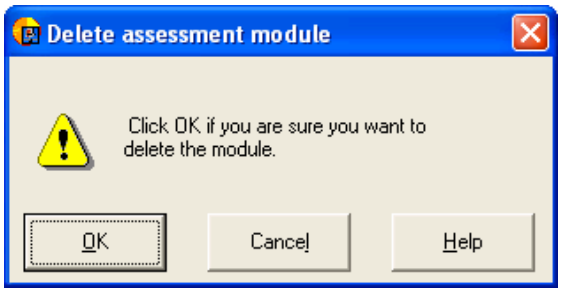
You cannot change a module if the module is provided by ENI or if the module is currently associated with one or more users' program(s) (in this case, you must remove the module from the program before you can change it).

3 - Deleting an assessment module

➤ Activate the **Assessment modules** tab in the **Objects** window.

➤ Select the assessment module(s) you want to delete, or open the assessment module you want to delete.

➤ Click the **Delete** button.

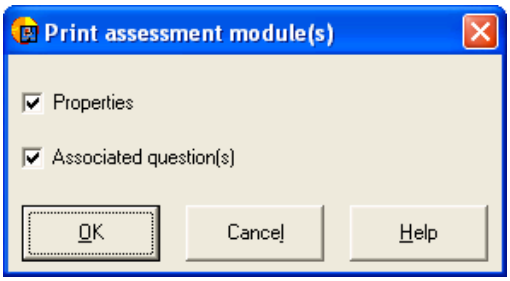


➤ Confirm that you want to delete the module(s) by clicking **OK**.

You cannot delete a module if the module is provided by Editions ENI or if the module is currently associated with one or more users' program(s) (in this case, you must remove the module from the program before you can delete it).

4 - Printing an assessment module

- Activate the **Assessment modules** tab in the **Objects** window.
- Select the assessment module(s) you want to print, or open the assessment module you want to print.
- Click the **Print** button.
- Define the items you want to print: the **Properties** of the assessment module and/or its **Associated question(s)**.

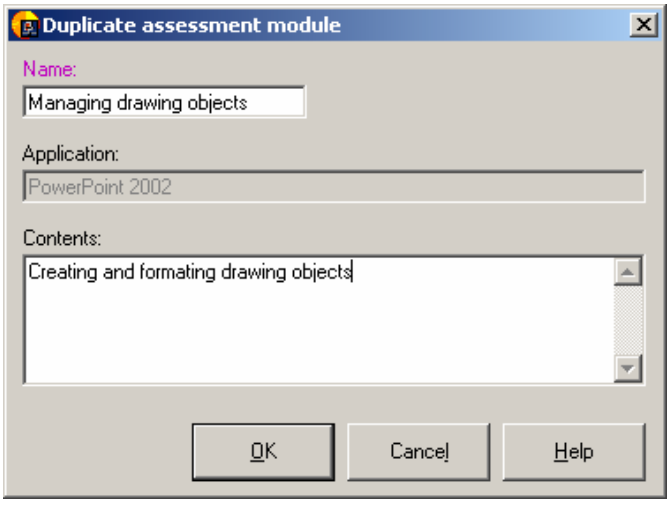


- Click the **OK** button to start printing.

A separate print preview window appears. From this preview, you can zoom in or out of the text, start printing or export to a text or spreadsheet file (using the *button).*

5 - Duplicating an assessment module

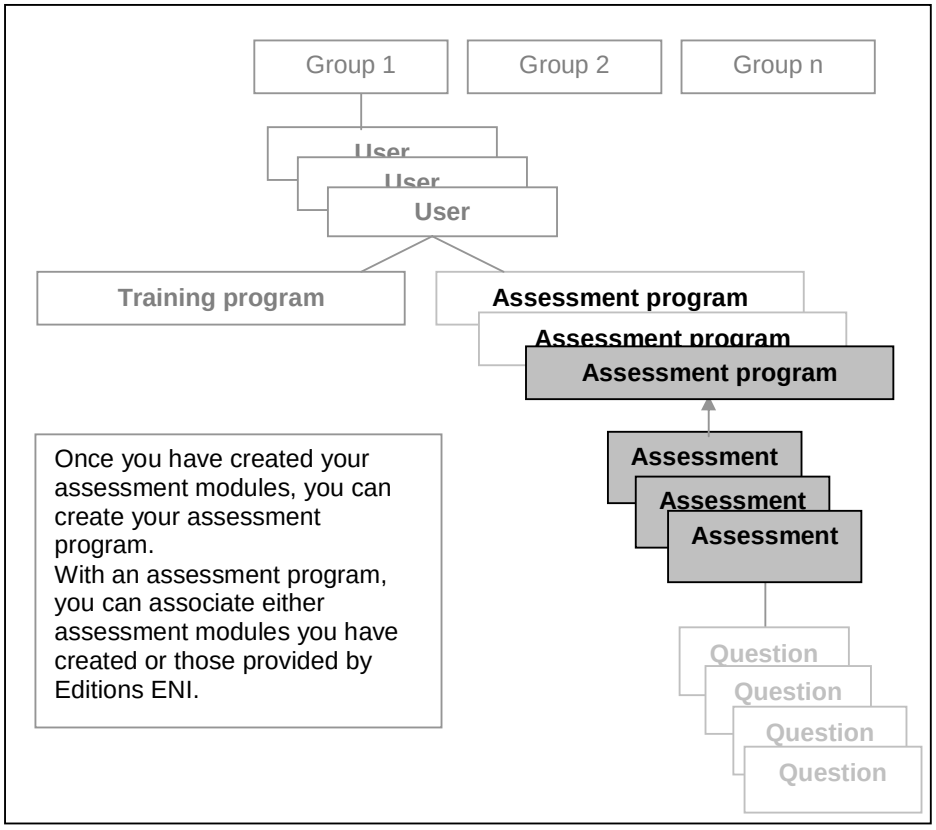
- Activate the **Assessment modules** tab in the **Objects** window.
- Select or open the assessment module you want to duplicate.
- Click the **Copy** button.
- Enter the **Name** of your duplicate module and, if necessary, enter a description of its **Contents**.



- Confirm the duplication by clicking **OK**.

The duplicated module contains the same questions as the original module.

- Assessment programs -



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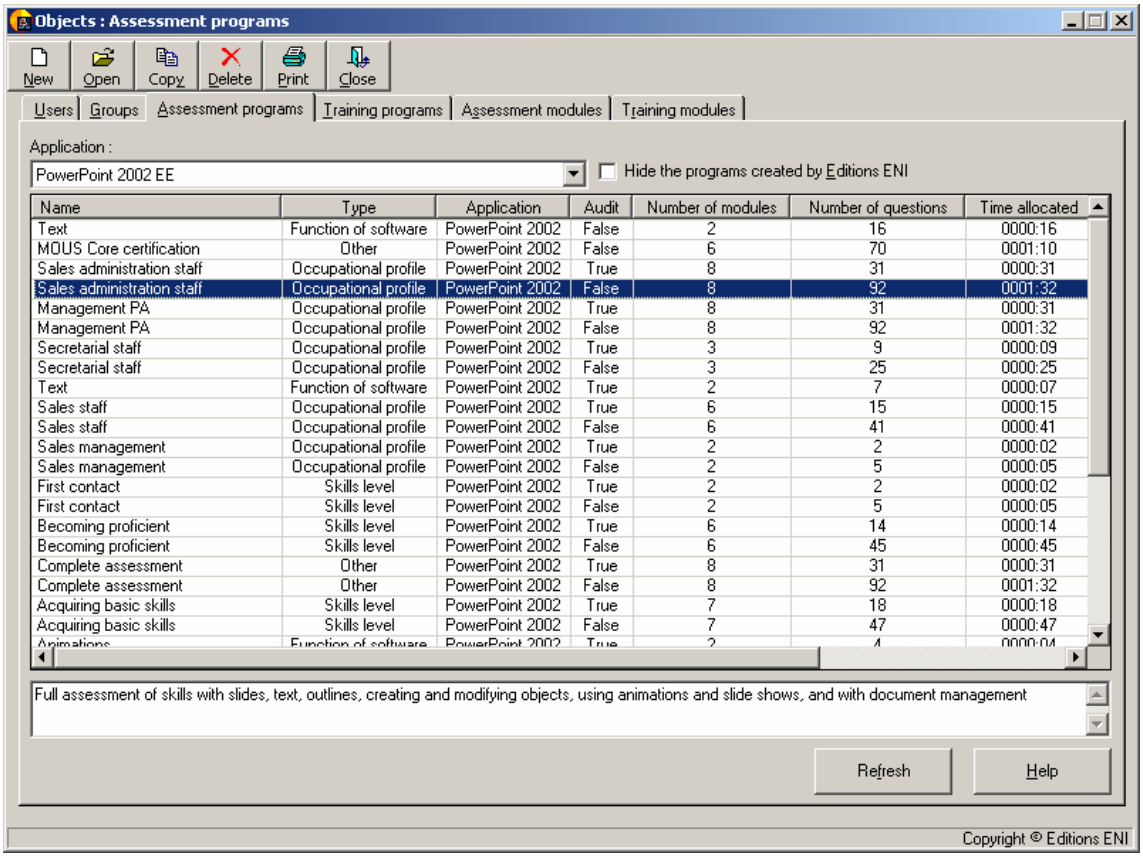
☞ **Accessing the assessment programs:**

➤ In the **Objects** window, select the **Assessment programs** tab.

➤ To view a summary of the contents of an assessment program, select the program concerned: a summary of the program's contents appears beneath the list of programs.


Objects : Assessment programs
New
Open
Copy
Delete
Print
Close
Users
Groups
Assessment programs
Training programs
Assessment modules
Training modules
Application :
PowerPoint 2002 EE
Hide the programs created by Editions ENI
Name | Type | Application | Audit | Number of modules | Number of questions | Time allocated
Text | Function of software | PowerPoint 2002 | False | 2 | 16 | 0000:16
MOUS Core certification | Other | PowerPoint 2002 | False | 6 | 70 | 0001:10
Sales administration staff | Occupational profile | PowerPoint 2002 | True | 8 | 31 | 0000:31
Sales administration staff | Occupational profile | PowerPoint 2002 | False | 8 | 92 | 0001:32
Management PA | Occupational profile | PowerPoint 2002 | True | 8 | 31 | 0000:31
Management PA | Occupational profile | PowerPoint 2002 | False | 8 | 92 | 0001:32
Secretarial staff | Occupational profile | PowerPoint 2002 | True | 3 | 9 | 0000:09
Secretarial staff | Occupational profile | PowerPoint 2002 | False | 3 | 25 | 0000:25
Text | Function of software | PowerPoint 2002 | True | 2 | 7 | 0000:07
Sales staff | Occupational profile | PowerPoint 2002 | True | 6 | 15 | 0000:15
Sales staff | Occupational profile | PowerPoint 2002 | False | 6 | 41 | 0000:41
Sales management | Occupational profile | PowerPoint 2002 | True | 2 | 2 | 0000:02
Sales management | Occupational profile | PowerPoint 2002 | False | 2 | 5 | 0000:05
First contact | Skills level | PowerPoint 2002 | True | 2 | 2 | 0000:02
First contact | Skills level | PowerPoint 2002 | False | 2 | 5 | 0000:05
Becoming proficient | Skills level | PowerPoint 2002 | True | 6 | 14 | 0000:14
Becoming proficient | Skills level | PowerPoint 2002 | False | 6 | 45 | 0000:45
Complete assessment | Other | PowerPoint 2002 | True | 8 | 31 | 0000:31
Complete assessment | Other | PowerPoint 2002 | False | 8 | 92 | 0001:32
Acquiring basic skills | Skills level | PowerPoint 2002 | True | 7 | 18 | 0000:18
Acquiring basic skills | Skills level | PowerPoint 2002 | False | 7 | 47 | 0000:47
Full assessment of skills with slides, text, outlines, creating and modifying objects, using animations and slide shows, and with document management
Refresh
Help
Copyright © Editions ENI

*For each component installed in the database, Editions ENI provides a number of assessment programs, including a program called **Complete assessment**. This program contains all the assessment questions for the component.*

1 - Creating an assessment program

*While you are creating your assessment program, remember to click the **Save** button regularly.*

➤ Under the **Assessment programs** tab in the **Objects** window, click the **New** button.

➤ Leave the **Properties** tab active and fill in the different text boxes. Names of required fields appear in a different colour.

The **Name** of the assessment program can contain letters and/or numbers, but you should avoid using symbols or special characters. This is a required field.

The program **Type** is **Occupational profile** by default. As this type appears as a column in the list of programs, you can sort your list according to this criterion.

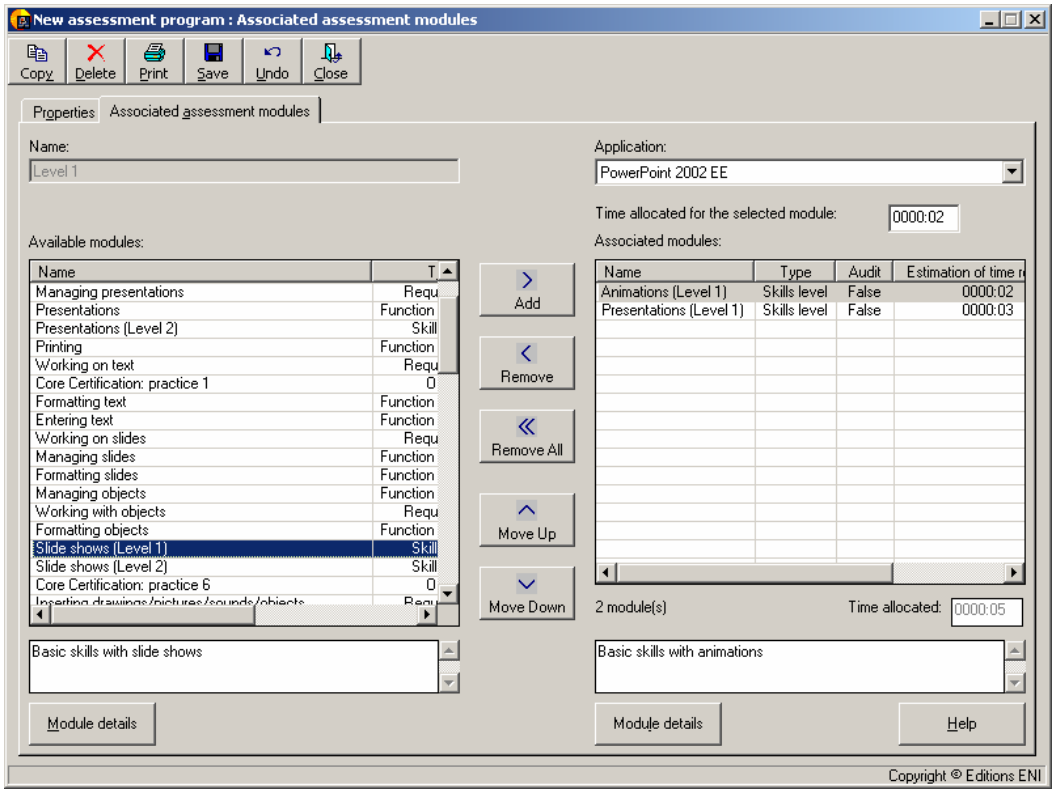
Activate the **Audit** option to indicate that the program contains Audit type modules (these modules contain essential questions for rapid assessment). Editions ENI provides two versions of most predefined assessment programs: a version in Audit mode and a version in Non-audit mode. In the **Objects** window under the **Assessment programs** tab the **Audit** column indicates this mode (**True** indicates Audit mode and **False** indicates Non-Audit mode).

You can enter a **Summary of contents** for the program. This text will appear under the list of programs when you select the program concerned. However, this text should not contain quotation marks (") or

curly brackets ({ and }), as these characters can provoke errors when users log on via the Internet/intranet version of the MEDIA *plus* system.

The MEDIA *plus* system automatically provides the information in the **Details** frame when you save your new assessment program.

- Activate the **Associated assessment modules** tab. Under this tab, the left hand list shows the **Available modules** you can associate with the program and the right hand list shows the program's **Associated modules**.
- Select the program's application and environment using the **Application** list. You cannot include modules from different applications in the same program. If you select a different application while you are creating your program, MEDIA *plus* clears the right hand list of associated modules.
- In the **Available modules** list, select the module(s) you want to associate with your program. When you select a module in this list, its description appears in the pane underneath the list.
- Click the **Add** button: the questions you selected in the left hand list appear in the right hand list of **Associated modules**.
- To view further information on a specific module, select the module concerned and click the **Module details** button under the module list. The selected assessment module opens and you can consult the list of questions associated with this module, in read-only mode.
- If necessary, you can select one of the **Associated modules** then change the **Time allocated for the selected module**.



*The number of questions associated with the program and the total **Time allocated** appear under the right hand list of **Associated modules**.*

The following constraints apply when you create assessment programs:
- An assessment program can contain between 1 and 15 modules.
- A module can last between 1 and 25 minutes.
- Once you have saved a program, you can no longer change its application.

☞ **To remove one or more modules from an assessment program:**

- Under the **Associated modules** tab for the program concerned, select the modules you want to remove from the right hand list.
- Click the **Remove** button: the modules you selected disappear from the right hand list and re-appear in the left hand list of **Available modules**.
- Click the **Remove All** button to remove all the modules from the right hand list, irrespective of any modules that are currently selected in this list.

☞ **Changing the order of the modules in a program:**

*The order of the modules in the **Associated modules** list is the order in which the user will work through them. You may wish to change this order.*

- Under the **Associated assessment modules** tab for the program concerned, select the module you want to move up or down in the right hand list.
- Click the **Move Up** button or the **Move Down** button according to how you want to move the module.

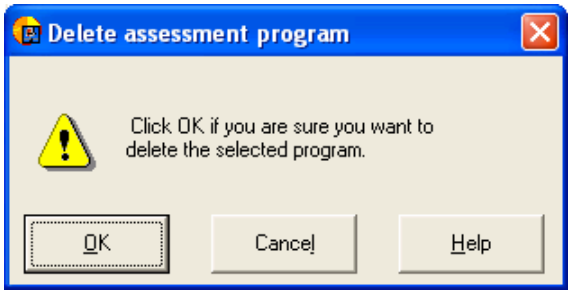
2 - Modifying an assessment program

- Activate the **Assessment programs** tab in the **Objects** window.
- Select the assessment program you want to modify and click the **Open** button, or double-click the assessment program you want to modify.
- Make the changes you require.

You cannot change a program if the program is provided by Editions ENI or if the program is currently associated with a user account (in this case, you must remove the program from the user account before you can change it).

3 - Deleting an assessment program

- Activate the **Assessment programs** tab in the **Objects** window.
- Select the assessment program(s) you want to delete, or open the assessment program you want to delete.
- Click the **Delete** button.



- Confirm that you want to delete the program(s) by clicking **OK**.

You cannot delete a program if the program is provided by Editions ENI or if the program is currently associated with a user account (in this case, you must remove the program from the user account before you can delete it).

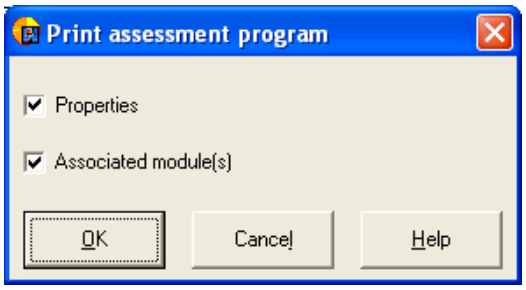
4 - Printing an assessment program

➤ Activate the **Assessment programs** tab in the **Objects** window.

➤ Select the assessment program(s) you want to print, or open the assessment program you want to print.

➤ Click the **Print** button.

➤ Define the items you want to print: the **Properties** of the assessment program and/or its **Associated module(s)**.



➤ Click the **OK** button to start printing.

A separate print preview window appears. From this preview, you can zoom in or out of the text, start printing or export to a text or spreadsheet file (using the *button).*

5 - Other ways of creating an assessment program

You can create an assessment program by duplicating an existing assessment program, by transforming an existing assessment program.

☞ **Creating an assessment program from an existing assessment program:**

➤ Activate the **Assessment programs** tab in the **Objects** window.

➤ Select the assessment program you want to duplicate, or open the assessment pro-gram you want to duplicate.

➤ Click the **Copy** button.

➤ Enter the **Name** of your duplicate program and, if necessary, choose a new **Working environment** and enter a new description of its **Contents**.

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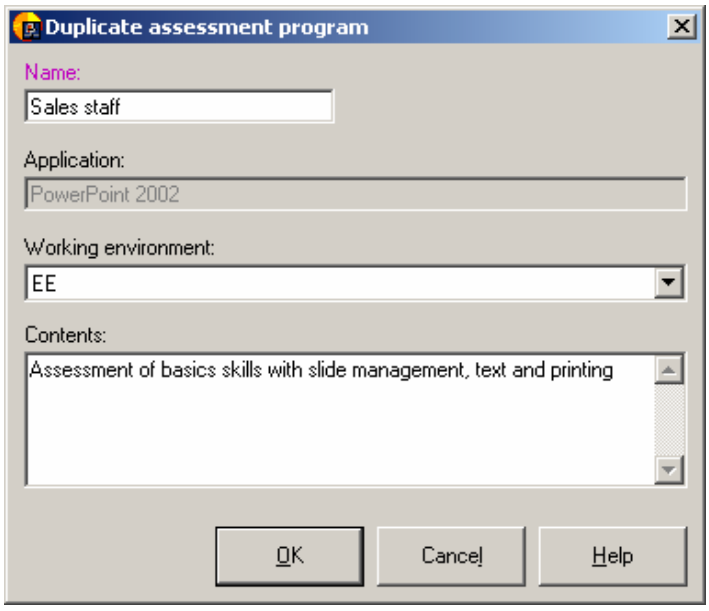


➤ Confirm the duplication by clicking **OK**.

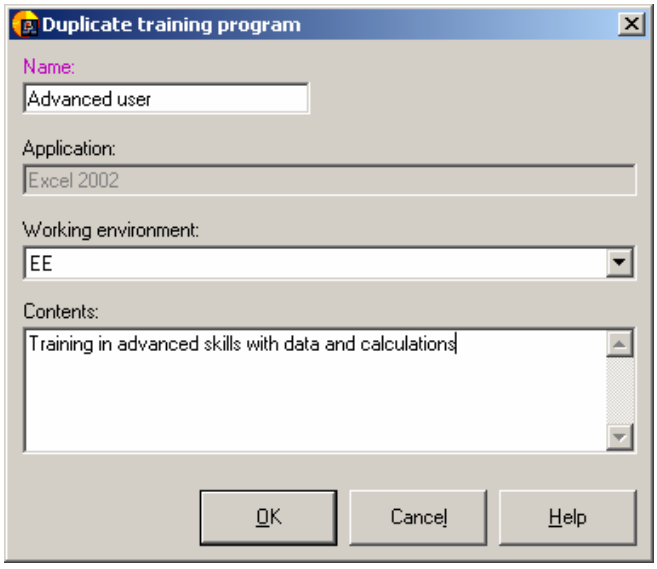
The duplicated program will contain the same modules as the original program.

☞ **Creating an assessment program from an existing training program:**

➤ Open the **Training program** concerned and select the **Properties** tab.

➤ Click the **New assessment program** button.

➤ Enter the **Name** of your duplicate program and, if necessary, enter a new description of its **Contents**.



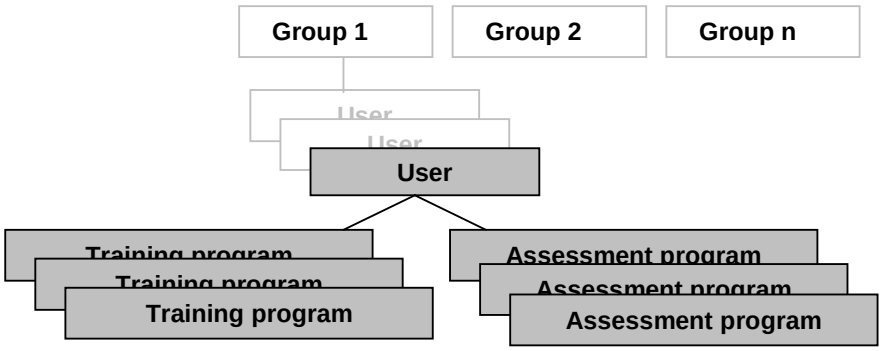
➤ Confirm the duplication by clicking **OK**.

*When you create an assessment program from an existing training program, the assessment modules you create carry the same name as the original training modules, with a number added at the end. Also the word **Assessment** is added automatically to the end of the name of the assessment program. You may wish to re-open the new program and its modules to rename them.*

.

- Users -

☞



You can associate the different assessment and/or training programs with user accounts.
A user account can be considered as a person with specific properties and programs or as a member of a group with common properties and/or programs. The "Groups" chapter of this user manual covers this second case.

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Accessing user accounts:

- Go into the **Objects** window.
- Select the **Users** tab.
- To view any comment associated with a user, select the user concerned: any associated comments appear under the user list.

*Important note: by default, the MEDIA plus administration does not display all the users, but only the members of the first user group. To display all the users, select **All** in the **Groups** list.*

1 - Creating a user account

The section dealing with the advanced features of MEDIA plus administration describes how you can create your own user account when you log on for the first time. This section describes the different steps of creating a user account in the administration application.

- In the **Objects** window, select the **Users** tab.
- Click the **New** button.
- Under the **Properties** tab, fill in the different text boxes.

  The **Title**, the **Surname**, the **First name** and the **Identification code** are required.

  The **Password** is not compulsory.

  You can fill in the **Time for assessment** and the **Time for training** as numbers of hours. This information appears in certain reports on the results.

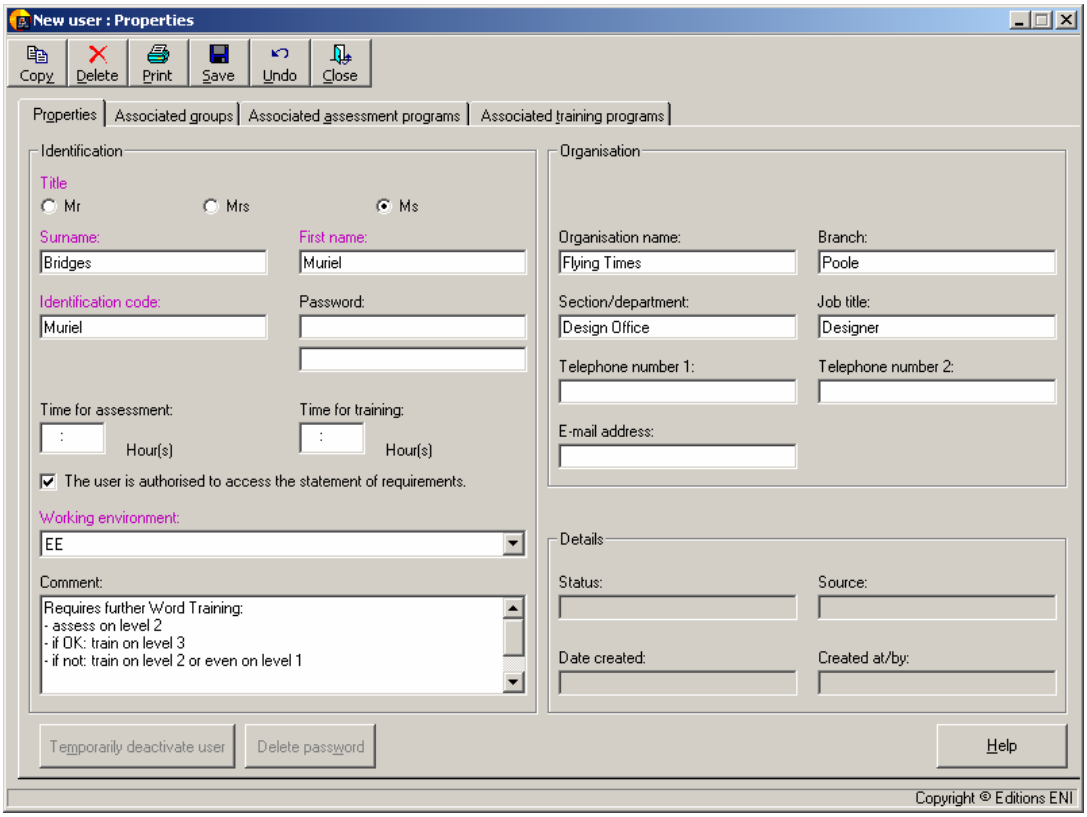
  Activate **The user is authorised to access the statement of requirements** option if the user must be able to create his/her own training or assessment program when he/she logs on for the first time.

  In the **Working environment** list, specify the type of components the user can access when he/she creates modules and programs. For example, with an **EE** working environment (English-language versions of both MEDIA *plus* and the application the user is learning) a user will not be able to access programs associated with components in languages other than English.

  Any text you enter in the **Comment** box will appear when you print the user's properties.

  You can supply further details, if you wish, in the **Organisation** frame. You can use this information to sort the user list.

  The MEDIA *plus* system automatically fills in the information in the **Details** frame when you save your new user account.

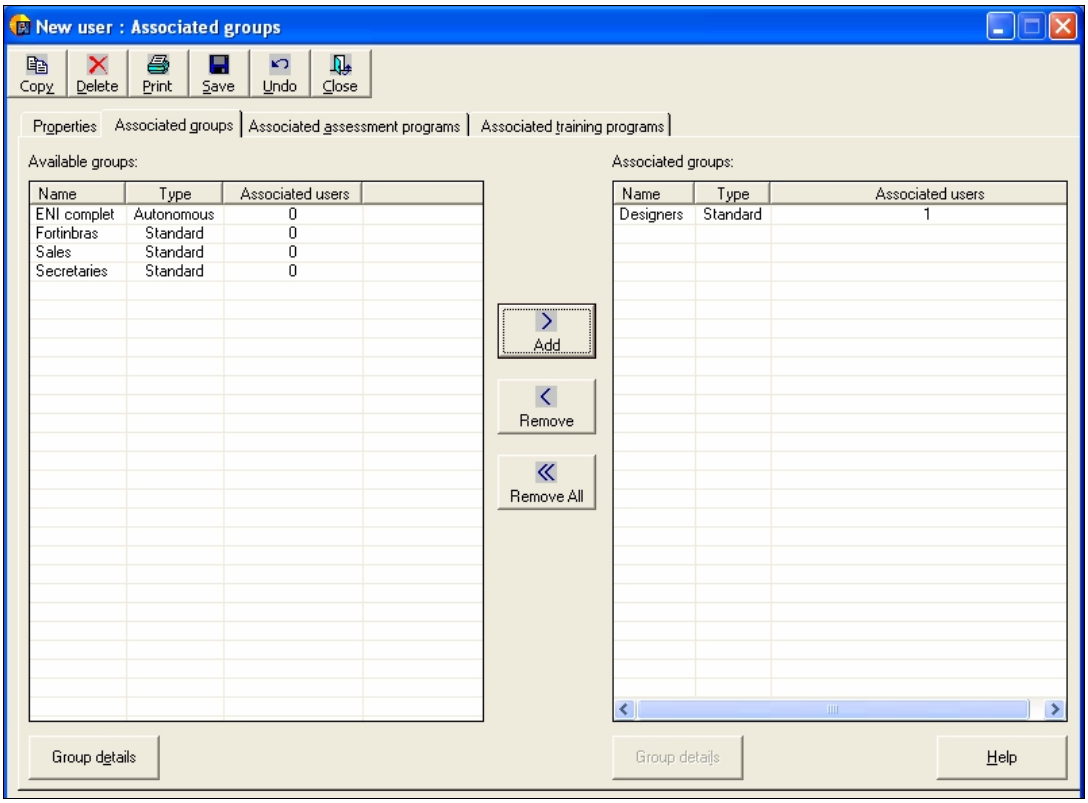


☞ **Associating a user with one or more groups:**

➤ Select the **Associated groups** tab.

➤ In the left hand list, select the group(s) to which the user must belong.

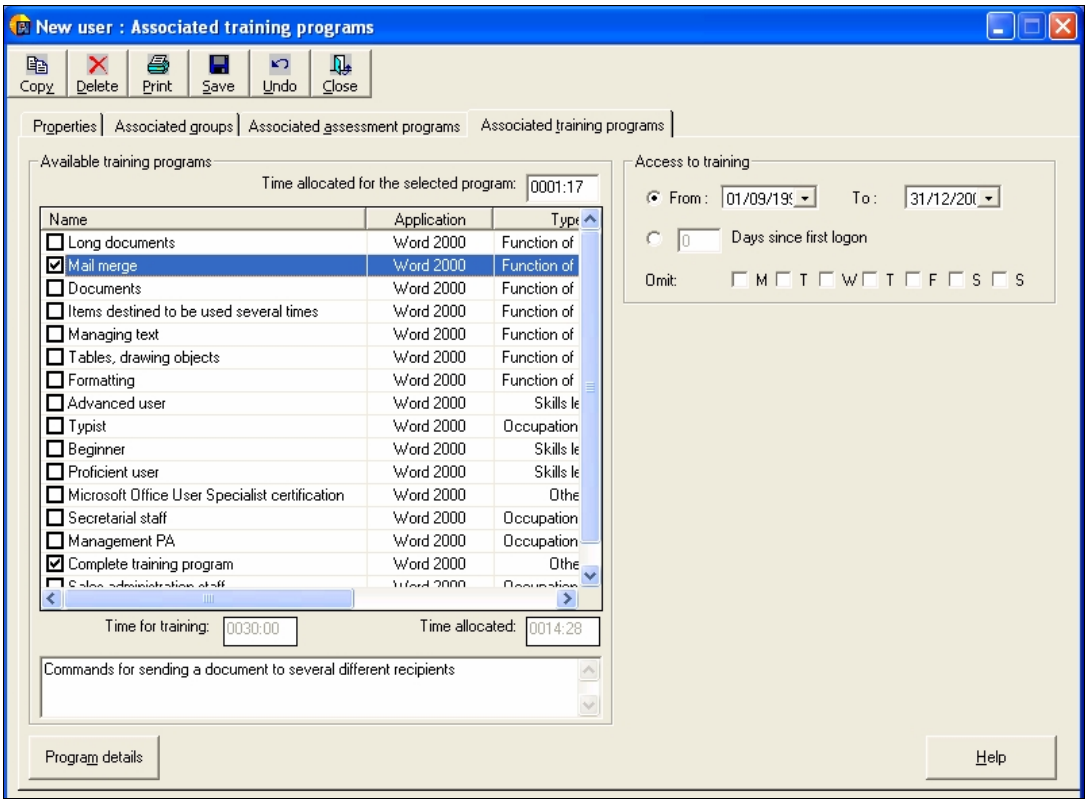
➤ Click the **Add** button. The newly associated groups disappear from the left hand list and appear in the right hand list.



☞ **Associating a training program with a user:**

➤ Select the **Associated training programs** tab.

➤ Activate the check box for each training program you want to associate with the user. When you select a program, a short description of the program appears underneath the program list. You can view further information on the selected program by clicking the **Program details** button. The total **Time allocated** for the programs associated with the user appear under the program list along with the **Time for training** property.



- You can change the **Time allocated for the selected program** using the box of the same name, which appears above the program list.
- For each program you select, you can modify the **Access to training** options. You can specify the time interval during which the training must take place using the **From** and **To** fields or by specifying a number of **Days since first logon**.
  Whatever period you specify in this way, you can also exclude (**Omit**) certain days of the week.

*The **Administration options** dialog box defines the default **Access to training** options, under its **Associating with programs** tab. To access this dialog box, use the **Tools -Options** command in the opening **MEDIA plus Administration** window.*

☞ **Associating an assessment program with a user:**

- Select the **Associated assessment programs** tab.
- Activate the check box for each assessment program you want to associate with the user. When you select a program, a short description of the program appears underneath the program list. You can view further information on the selected program by clicking the **Program details** button. The total **Time allocated** for the programs associated with the user appears under the program list along with the **Time for assessment** property.
  You can change the **Time allocated for the selected program** using the box of the same name, which appears above the program list.

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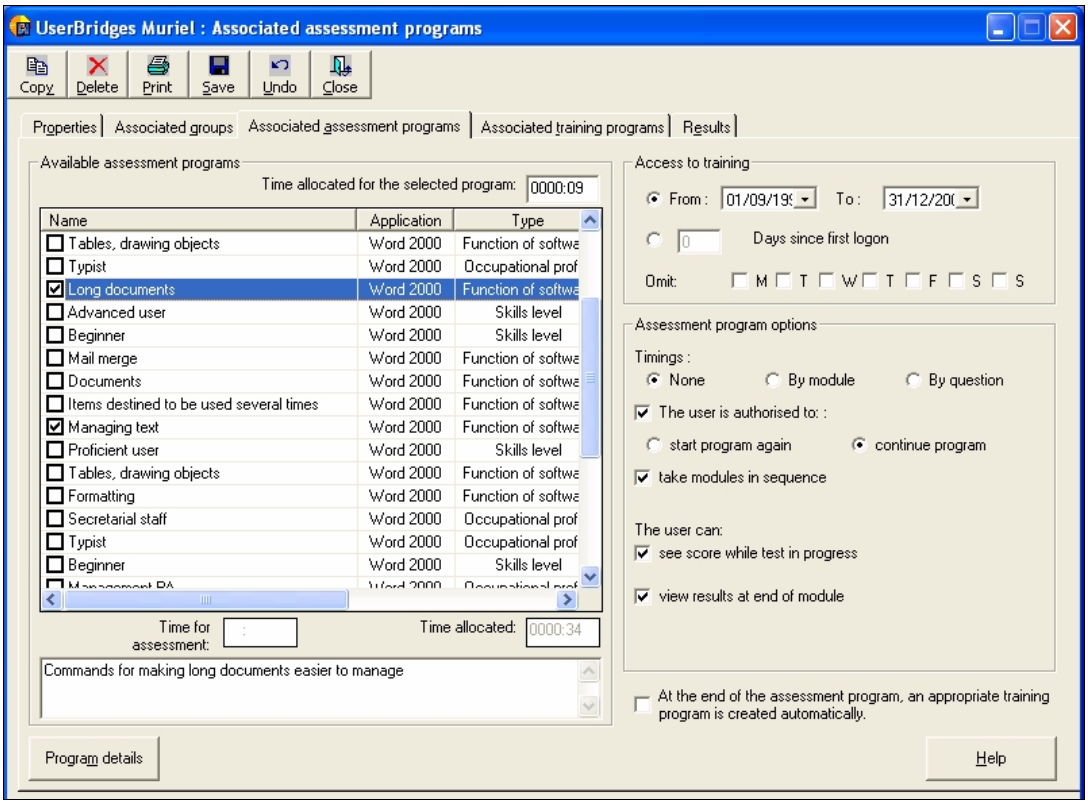

- For each program you select, you can modify the **Access to training** options. You can specify the time interval during which the training must take place using the **From** and **To** fields or by specifying a number of **Days since first logon**.
  Whatever period you specify in this way, you can also exclude (**Omit**) certain days of the week.
- If necessary, change the **Assessment program options** for the currently selected program:
  You can specify the **Timings** of the program **By module** or **By question**. With these options, the duration for each module or for each question is taken into account during the assessment and MEDIA *plus* will interrupt the user if he/she exceeds this duration.
  You can authorise the user to **start program again** from the beginning or to **con-tinue program** from where the user left off.
  You can stipulate that the user must **take modules in sequence**.
  You can specify whether or not the user will be able to **see score while the test is in progress**. In this case the number of correct answers appears on the navigation bar when the user moves from one question to the next.
  You can specify whether or not the user will be able to **view results at end of module**. With this option active, the user will not have access to the **Results** button during his/her work session.
- If necessary, activate the option **At the end of the assessment program, an apropriate training program is created automatically**. With this option active, the training program you create contains exactly the same modules as the assessment program. On the other hand, topics to which the user has answered correctly appear in a different colour and the user cannot access training topics directly during the standard sequence of training topics.

*If you do not activate the option **At the end of the assessment program, an apropriate training program is created automatically**, you can create this training program from the **User results** window (using the **Create training program** button).*

With an Internet/intranet version of the MEDIA *plus* system, this option is not available.

*The **Administration options** dialog box defines the default **Access to training** options, under its **Associating with programs** tab. To access this dialog box, use the **Tools -Options** command in the opening **MEDIA plus Administration** window.*

2 - Modifying a user account

➤ In the **Objects** window, select the **Users** tab.

➤ Select the user account you want to modify then click the **Open** button or double-click the user account. Carry out the changes you require.
You cannot modify a user account when the user is logged on. In this case, the user account information appears in read-only mode.
If the user has started a program, you can no longer change the user's last name, first name or identification code.
If you enter a password, it appears as asterisks in this box. The administrator cannot change a user's password, but he/she can delete it using the **Delete password** button.

*The **Temporary deactivate user** button temporarily prevents the user from logging on. To reactivate the user, reclick this button. When you leave the MEDIA plus administration you automatically reactivate any users you deactivated. This button does not appear in the Internet/intranet version of MEDIA plus.*

3 - Deleting a user account

➤ In the **Objects** window, select the **Users** tab.

➤ Select the user account(s) you want to delete or open the user account you want to delete.

➤ Click the **Delete** button.

➤ Click **OK** to confirm.

When you delete a user account you delete the user's results as well.

4 - Managing user results

☞ **Viewing a user's results:**

➤ In the **Objects** window, select the **Users** tab.

➤ Select the user whose results you want to view then click the **Results** button or open the user's account and select the **Results** tab.

➤ Click the + sign(s) as necessary to view the hierarchy.

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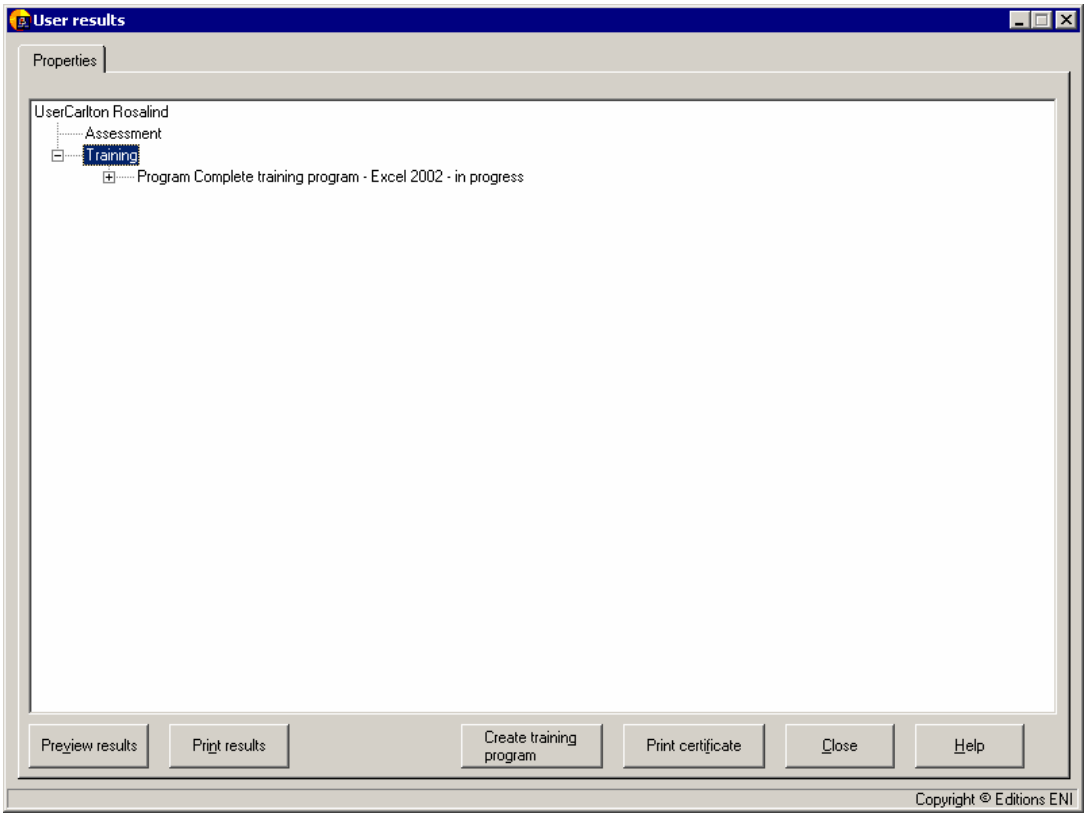


You can use the results of an assessment program to generate a training program adapted to the user's needs. To do this, select a completed assessment program then click the ***Create training program*** *button.*

☞ **Printing a user's results:**

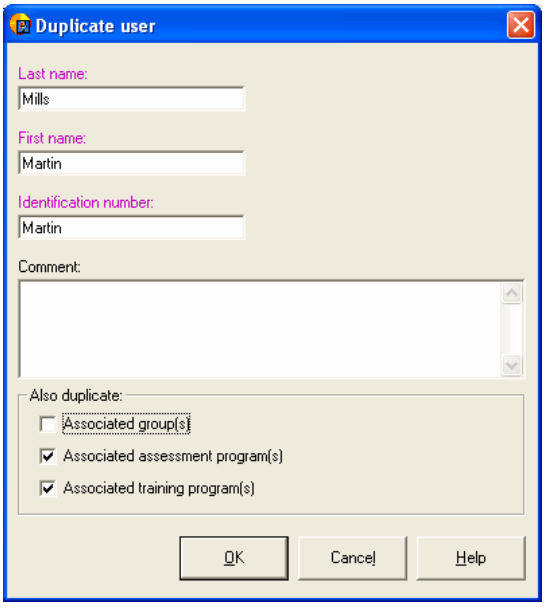
- Select the results item you want to print: the **User**, the complete **Assessment**, the complete **Training**, a specific program or a specific module.
- To preview the results, click the **Preview results** button.
  To print the results, click the **Print results** button.

☞ **Printing a training certificate:**

- Select the results item for which you need a training certificate: the user, the complete **Training** or a specific training program.
- Click the **Print certificate** button.

5 - Duplicating a user account

- In the **Objects** window, select the **Users** tab.
- Select or open the user account you want to duplicate.
- Click the **Copy** button.
- Enter the **Last name**, the **First name**, the **Identification number** and optionally, a **Comment** for the new user.
- In the **Also duplicate** frame, specify the objects you want to associate with the new user.



When you duplicate a user account you duplicate all its properties except any password it may have.

6 - Creating a user account from a text file

First you must prepare a file in txt format containing, on separate lines, the last name, the first name and the identification code of each user account you want to create. You must separate the different fields using tabs, semi-colons(;), or back-slashes (\). The file should have one user per line and must not contain any blank lines.
If you want to include these users in a group when you create them, check that the group already exists.

- In the **Objects** window, select the **Users** tab.
- Click the **Create from a text file** button.
- Open the **Field separator** list and select the separator you used in your text file.
- Click the **Browse** button and select the name of your text file.
- Click the **Open** button. If your file is correct, all the users it contains appear in the **Users** frame.
- To add a user, click its check box or click the **Add all** button to add all the users.
- Click the **Associate the new users with a group** option and choose the group concerned from the drop-down list.
- Choose the **Working environment** for these users.
- Specify if the **Password** must be **optional** or **required at the first logon**. If you choose this second option the user concerned will be prompted to create his/her password when he/she logs on for the first time (although this password may be blank if the general administration options permit that: cf. p 99 - Setting the general administration options).

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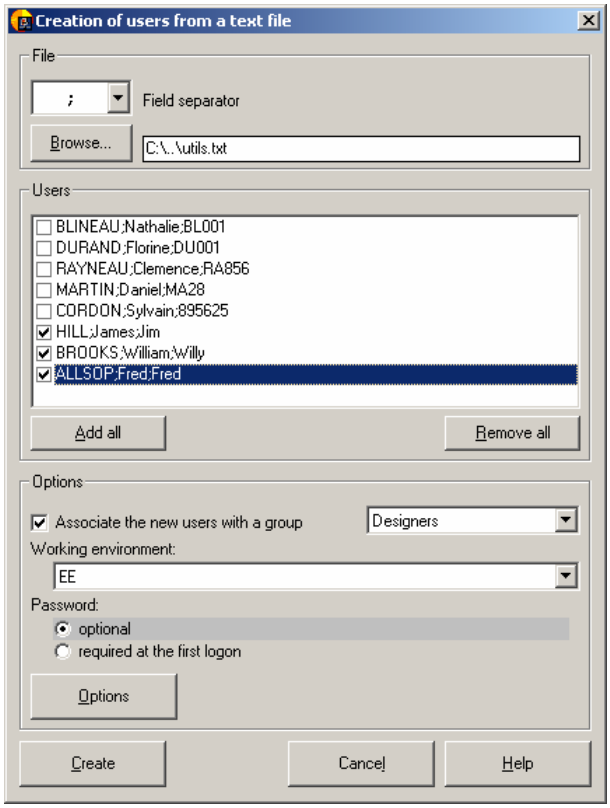


- Click the **Options** button to specify common characteristics for the selected users (such as assessment and training times and organisation details).
- Click the **Create** button then click **OK** when MEDIA *plus* has finished creating the users.

- Groups -

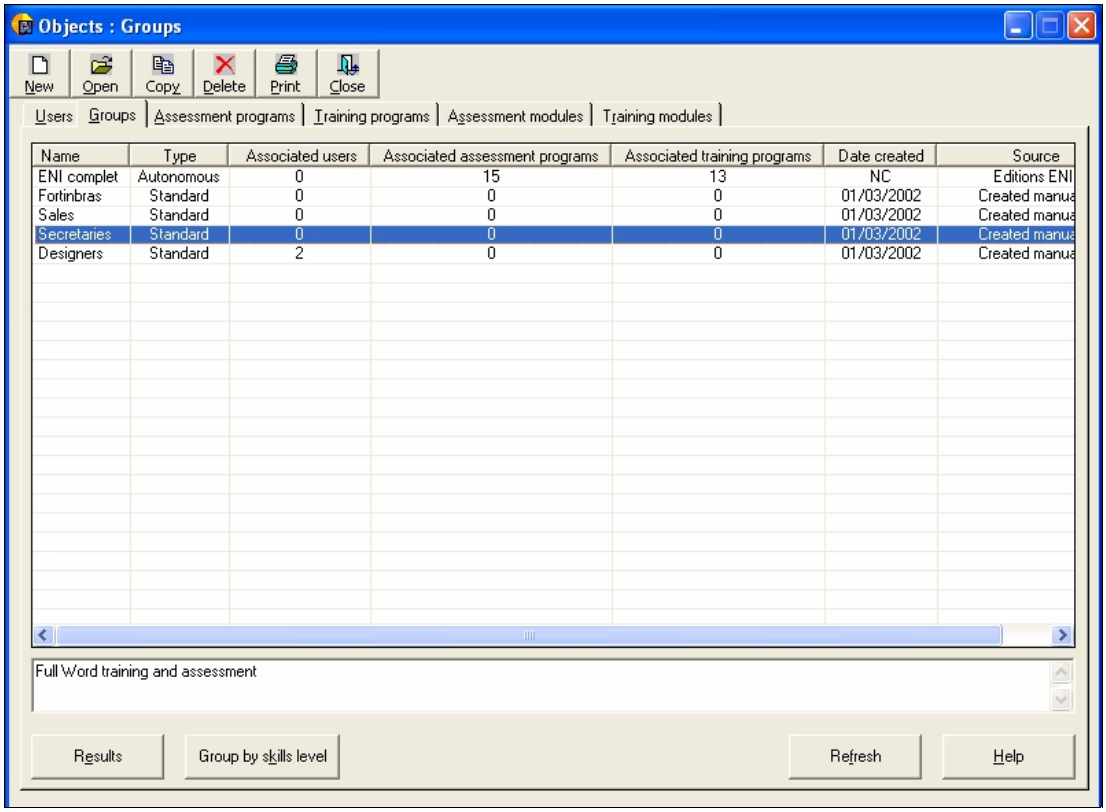
A group can contain a number of users. Grouping users together can ensure that they follow the same programs, although you can group users whether they have the same programs or not.

☞ **Accessing groups:**

➤ Go into the **Objects** window.

➤ Select the **Groups** tab.

➤ To view any comment associated with a group, select the group. If a comment is associated with the group it appears underneath the group list.



1 - Creating a group

➤ In the **Objects** window, activate the **Groups** tab.

➤ Click the **New** button.

➤ Leave the **Properties** tab active and fill in the different boxes.
The group **Name** is required (avoid using symbols or special characters).
Specify the group **Type** as **Standard** or **Autonomous**.
With an **Autonomous** group you must associate an **Access code**. A user who logs on for the first time and knows this code, can use it to associate his/her account with this group and use the programs defined for it.

The **Autonomous** type is not available for the Internet/intranet version of MEDIA *plus*.

The MEDIA *plus* system provides the information in the **Details** frame when you save your new group.

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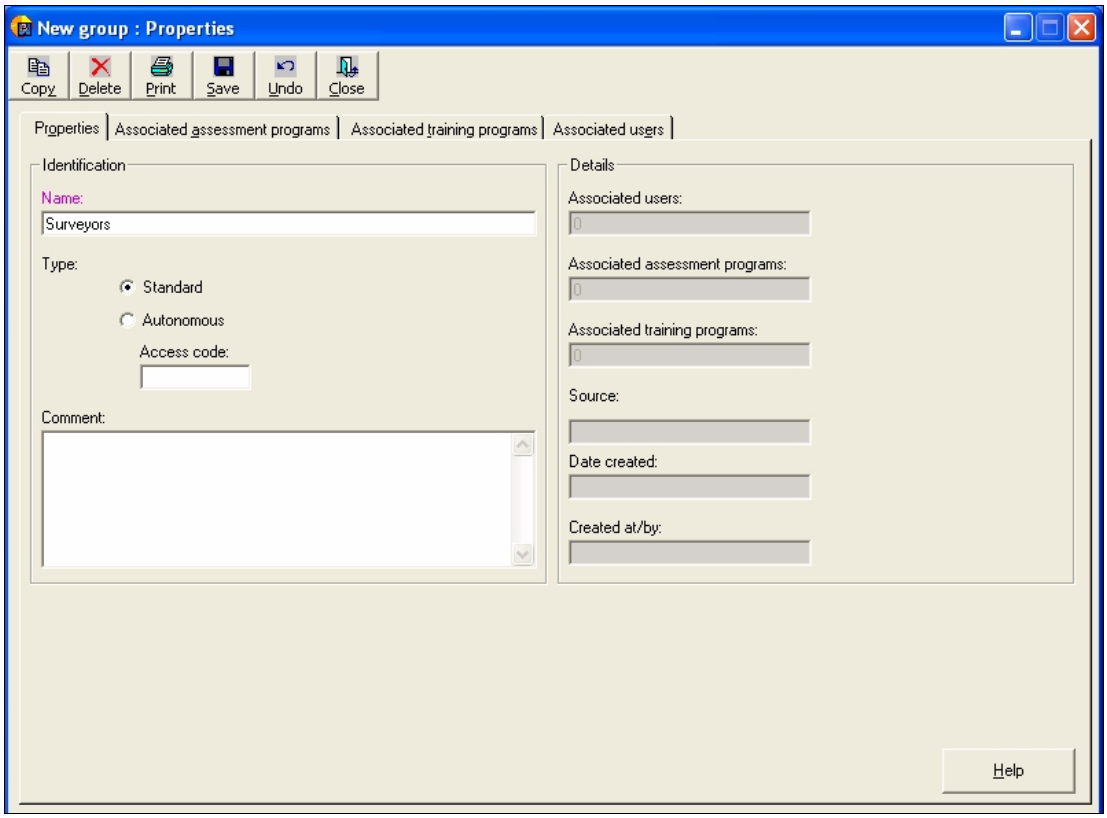


☞ **Associating existing users with a group:**

- Select the **Associated users** tab.
- In the left hand list, select the user(s) you want to add to the group then click **Add**.
  You can select any of the users in this left hand list and consult the **User details**.
  You can use the **Modify common properties** button to update items common to all the users in the group.

☞ **Removing users from a group:**

- In the right hand list, select the user(s) you want to remove from the group.
- Click the **Remove** button.
- To remove all the users from a group, click the **Remove all** button.

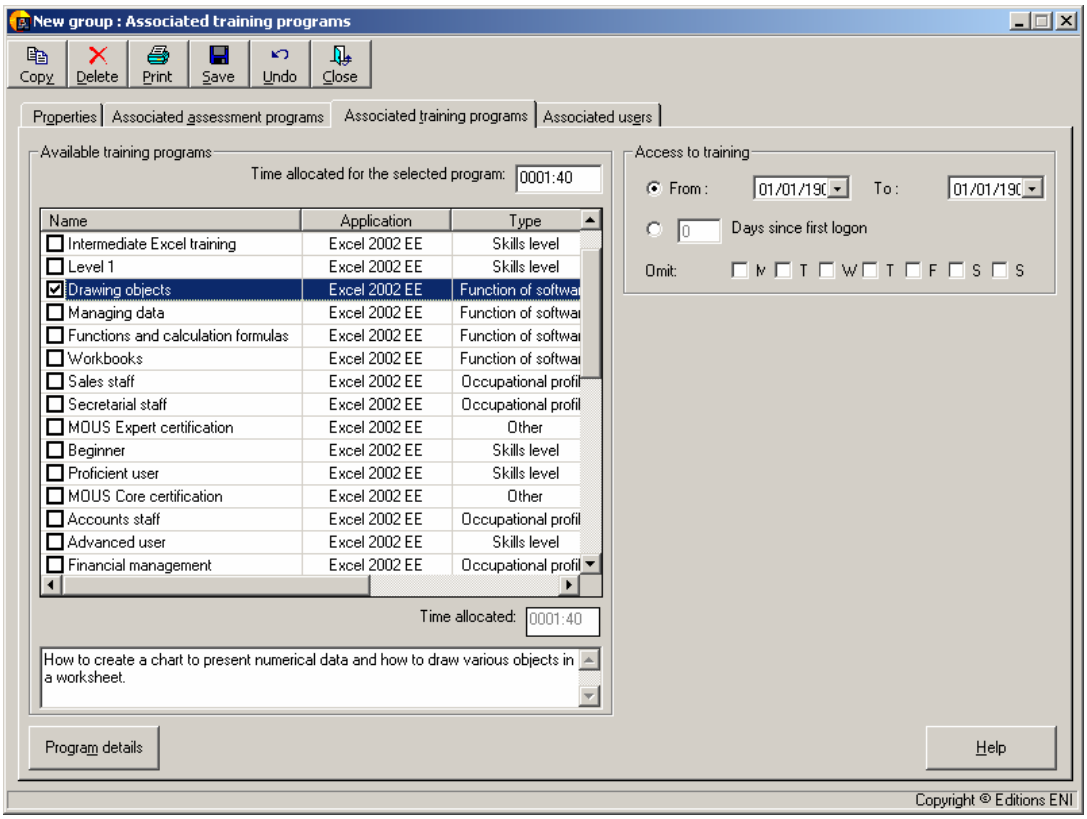
2 - Associating a program with a group

☞ **Associating a training program with a group:**

- Select the **Associated training programs** tab.
- Activate the check box for each training program you want to associate with the group. When you select a program, a short description of the program appears underneath the program list. You can view further information on the selected program by clicking the **Program details** button. The total **Time allocated** for the programs associated with the group appears under the program list.
- You can change the **Time allocated for the selected program** using the box of the same name, which appears above the program list.
- For each program you select, you can modify the **Access to training** options. You can specify the time interval during which the training must take place using the **From** and **To** fields or by specifying a number of **Days since first logon**.
  For whatever period you specify in this way, you can also exclude (**Omit**) certain days of the week.

In Internet/intranet versions of the MEDIA *plus* system, these options are not available.

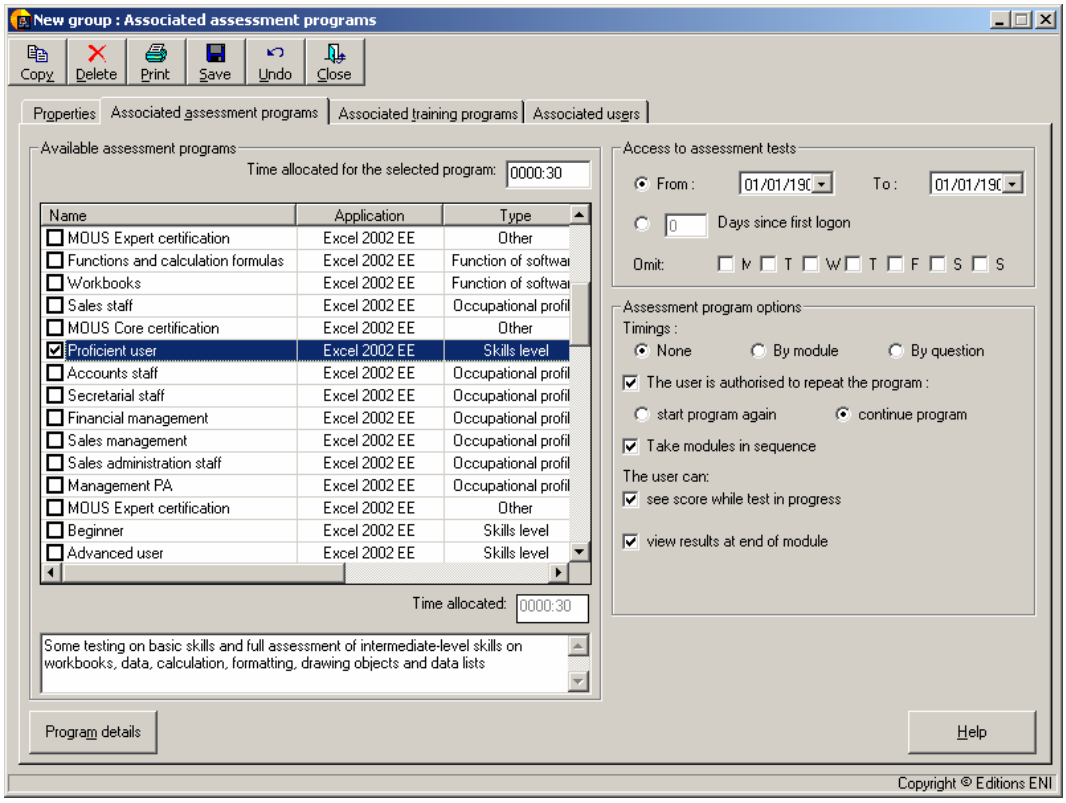
*The **Administration options** dialog box defines the default **Access to training** options, under its **Associating with programs** tab. To access this dialog box, use the **Tools - Options** command in the opening **MEDIA plus Administration** window.*



*If one of the users in the group does not have the same options to access a specific program, activate the **Associated users** tab, select the **Associated user** concerned then click the **Training program** button. Select the training program concerned and change the **Access to training** options as necessary.*

Associating an assessment program with a group:

- Select the **Associated assessment programs** tab.
- Activate the check box for each assessment program you want to associate with the user. When you select a program, a short description of the program appears underneath the program list. You can view further information on the selected program by clicking the **Program details** button. The total **Time allocated** for the programs associated with the group appears under the program list.
- You can change the **Time allocated for the selected program** using the box of the same name, which appears above the program list.



➤ For each program you select, you can modify the **Access to assessment tests** options.
You can specify the time interval during which the assessment must take place using the **From** and **To** fields or by specifying a number of **Days since first logon**.
Whatever period you specify in this way, you can also exclude (**Omit**) certain days of the week.

➤ If necessary, change the **Assessment program options** for the currently selected program.
You can specify the **Timings** of the program **By module** or **By question**. With these options, the duration for each module or for each question is taken into account during the assessment and MEDIA *plus* will interrupt the user if he/she exceeds this duration.
You can authorise the user to **start program again** from the beginning or to **continue program** from where the user left off.
You can stipulate that the user must **Take modules in sequence**.
You can specify whether or not the user will be able to **see score while the test is in progress**. In this case the number of correct answers appears on the navigation bar when the user moves from one question to the next.
You can specify whether or not the user will be able to **view results at end of module**. With this option active, the user will not have access to the **Results** button during his/her work session.

*The **Administration options** dialog box defines the default **Access to training** options, under its **Associating with programs** tab. To access this dialog box, use the **Tools -Options** command in the opening **MEDIA plus Administration** window.*

*If one of the users in the group does not have the same options to access a specific program, activate the **Associated users** tab, select the **Associated user** concerned then click the **Assessment program** button. Select the assessment program concerned and change the **Access to assessment tests** options as necessary.*

3 - Modifying a group

➤ In the **Objects** window, select the **Groups** tab.

➤ Select the group you want to change and click the **Open** button or double-click the group you want to change.

➤ Make the necessary changes.

You cannot modify a group if one of the members of the group is currently logged on or if the group is provided by ENI.

4 - Deleting a group

➤ In the **Objects** window, select the **Groups** tab.

➤ Select or open the group you want to delete.

➤ Click the **Delete** button.
When you delete a group you can also delete all its associated users by activating the **Also delete all associated users** check box in the **Delete group(s)** dialog box.

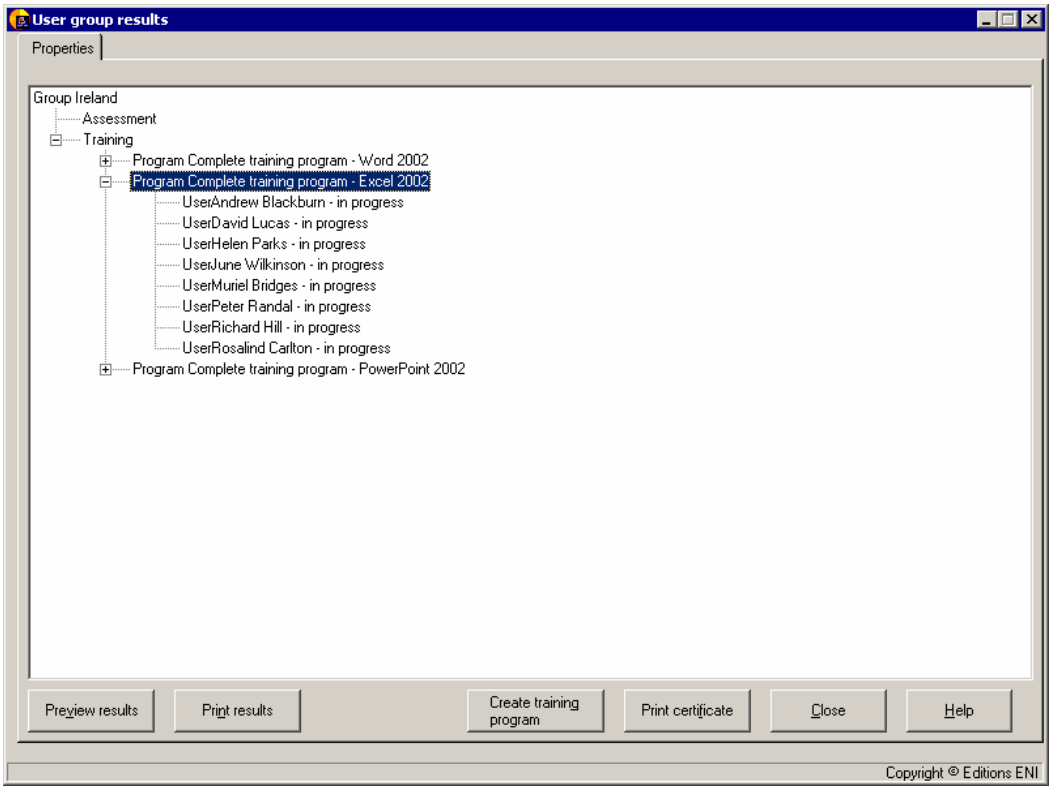
➤ Click **OK** to confirm.

5 - Managing group results

☞ **Viewing a group's results:**

➤ In the **Objects** window, select the **Groups** tab.

➤ Select the group(s) whose results you want to view then click the **Results** button or open the user's account and select the **Results** tab.



➤ Click the + sign(s) as necessary to view the hierarchy.

☞ **Printing a group's results:**

➤ Select the results item you want to print: the **Group**, the complete **Assessment**, the complete **Training**, a specific program or a specific module.

➤ To preview the results, click the **Preview results** button.
To print the results, click the **Print results** button.

☞ **Printing a training certificate:**

➤ Select the results item for which you need a training certificate: the **Group**, the complete **Training** or a specific training program.

➤ Click the **Print certificate** button.

6 - Duplicating a group

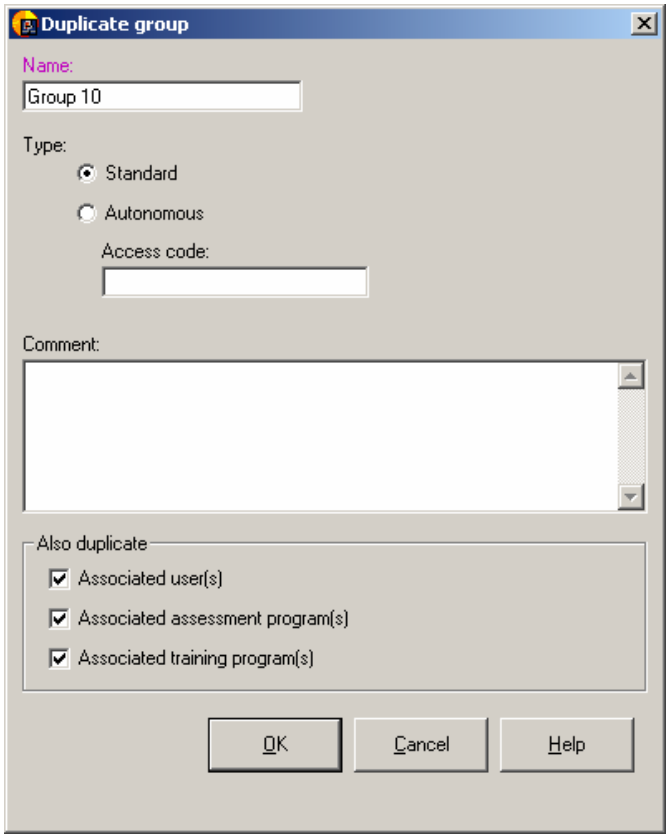
➤ In the **Objects** window, select the **Groups** tab.

➤ Select or open the group you want to duplicate.

➤ Click the **Copy** button.

➤ Enter the **Name**, the **Type** and, if necessary, the **Access code** for the new group.

➤ In the **Also duplicate** frame, deactivate any objects you do not want to associate with the new group.



When you duplicate a group you duplicate all its properties except for any comments it may have.

7 - Creating groups by skill levels

You can use this feature to create a group on a specific skill level after an assessment on a given program.

➤ Select the **Groups** tab.

➤ Click the **Group by skills level** button.

➤ Click the **Set criteria** button.

➤ Open the **Application** list and select the application concerned.

➤ Open the **Assessment results to analyse** then select the program concerned.

➤ If necessary, indicate the time interval during which users finished this program.

➤ Enter the **Number of groups** you want to create.

➤ Click the **Apply the criteria** button.

☞ **Changing the grouping criteria:**

➤ Click the **Set criteria** button to define a first grouping.

➤ Click the header of the column that must be used as a main grouping criterion and place this column just to the right of the **Users** column.

➤ In this way, organise the columns according to their relative importance in the grouping.

➤ Click the **Apply the criteria** button.

☞ **Changing a group user:**

➤ Select the user who must change group.

➤ Click the **Next group** button or the **Previous group** button, as required.

☞ **Associating a user with a group:**

➤ In the **Group name** column, double-click the screen object inviting you to choose the group.

➤ Select the required group from the list or enter the name of a new group then click **OK.**

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- Tools and Extras -

*You can access **Tools** and **Extras** from the general administration window.*

1 - Preventing users from logging on during an administration session

➤ **Tools – Prevent access to the server**

➤ Activate the **Prevent users from logging on to the server for the rest of this administration session** check box.

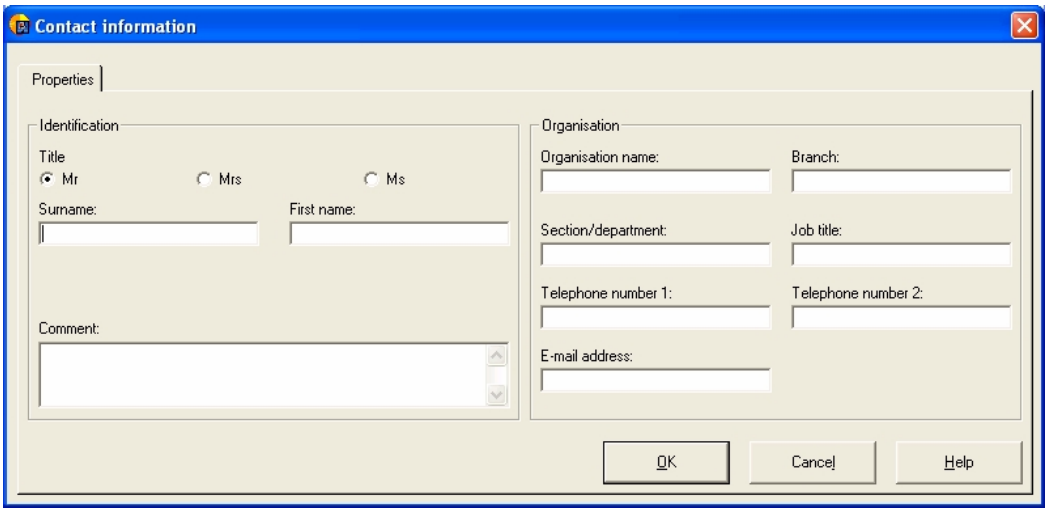
➤ To allow user connections again, deactivate this option.

When you exit the MEDIA plus administration, users can log on once again.

In the Internet/intranet version of MEDIA *plus*, this option is not available.

2 - Filling in contact information

➤ **Tools – Contact information**



➤ Fill in whatever information you require.

➤ To write a comment over several lines, use the shortcut key to make a line break.

In the Internet/intranet version of MEDIA *plus*, this option is not available.

3 - Creating administrator accounts

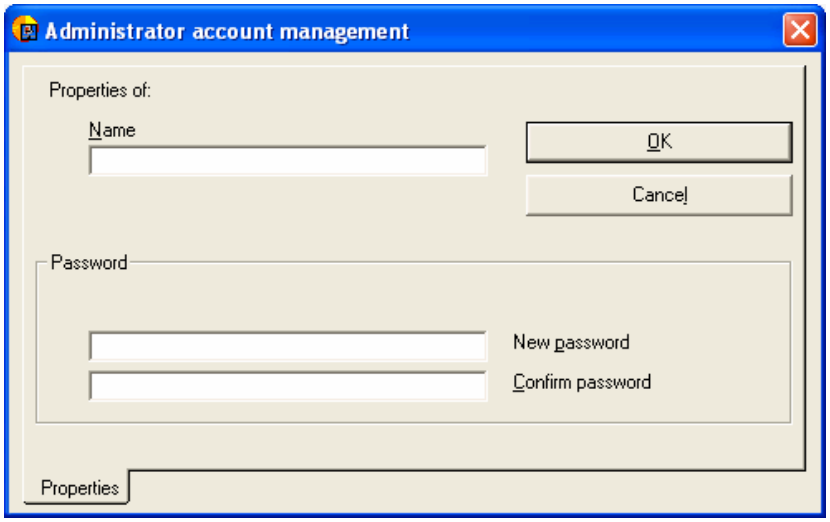
An administrator is a person who is authorized to access the administration program.

Several administrators can start the administration program at any one time. However, only the first one to connect will have access to the menus and options for creating, modifying or deleting the different database objects.

☞ **To create an administrator account (with or without a password):**

➤ **Tools – Administrator accounts**

➤ Click the **Create** button.



➤ Enter a **Name** for the administrator.

➤ If required, enter a **New password**, then type it again to **Confirm** it.

➤ Click **OK** then **Close**.

One administrator exists by default. This default account is created without any password. Once you have created your own account, it is a good idea to delete the default account.

4 - Setting the general administration options

➤ **Tools – Options**

➤ Use the **Associating with programs** tab to set the options that are proposed by default when you associate training and/or assessment programs to groups or users.

*If, on this same tab, you activate the **At the end of the assessment program, an appropriate training program is created automatically** option, it will apply to all the assessment programs, irrespective of the group or user concerned. In the Internet/intranet version of MEDIA plus, this option is not available.*

➤ Use the **Copy/delete** tab to set the options that are proposed by default when you duplicate or delete group or user objects.

➤ Use the **Print** tab to set the options that are proposed by default when you print various objects.

➤ Use the **User logon** tab to set options that define how users can log on to each work session.

In the Internet/intranet version of MEDIA *plus*, only the option that sets a compulsory user password is available.

➢ The **Information about the organisation** tab contains a certain number of fields which are used at other times, for example when you want to print training certificates.

5 - Accessing the logon server

➢ **Extras – Logon server**

The logon server interface keeps you informed on the logon server status and the number of licences used on your site and gives you access to the various keys that Editions ENI may ask you to supply.

6 - Repairing the database

Following certain technical incidents, the MEDIA *plus* system database may develop functional anomalies.

➢ **Extras – Diagnostics/repair**

➢ Go through the different steps, choosing whether or not you want the program to correct any errors it may find.

7 - Exporting users' results

➢ **Extras – Exporting user results**

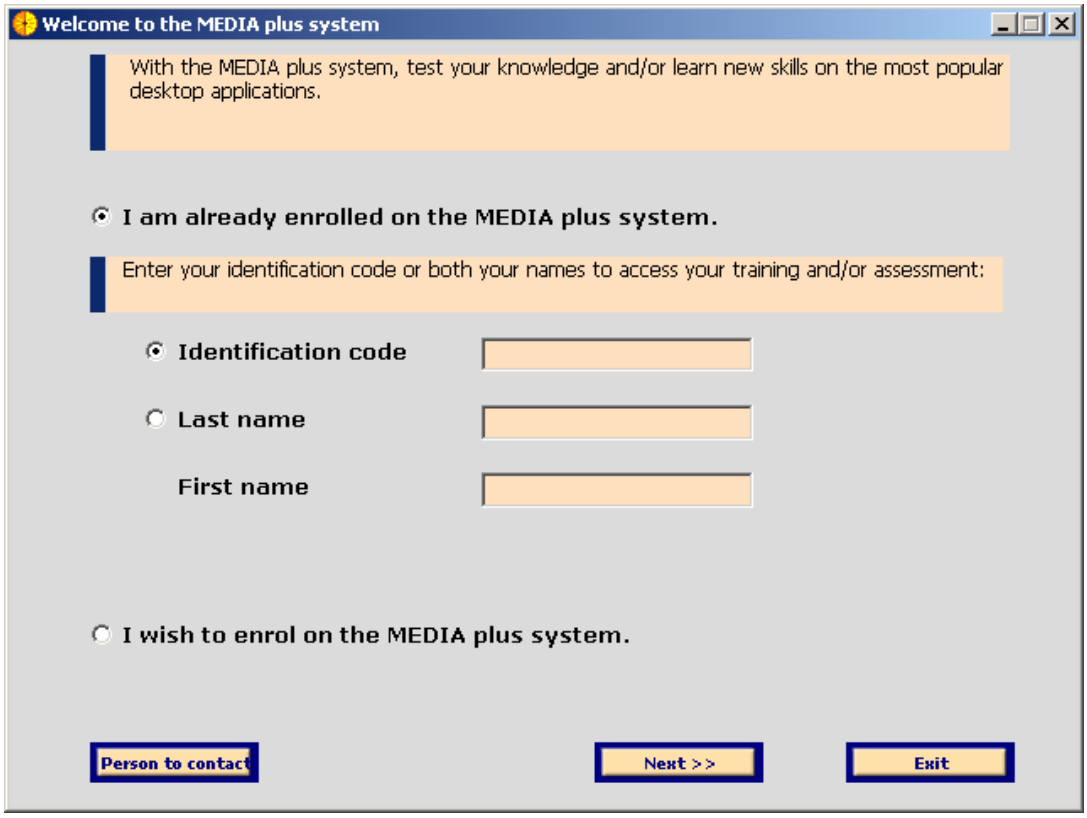
➢ If necessary, choose the group concerned then choose the export format.

➢ Click the **Export** button.

Using MEDIA *plus*

☞To start the MEDIA *plus* client program, select **Start - Program** (or **All Programs**) **- Editions ENI - MEDIA plus**.

Alternatively, you can double-click the **MEDIA plus** icon on your Windows desktop.


Welcome to the MEDIA plus system
With the MEDIA plus system, test your knowledge and/or learn new skills on the most popular desktop applications.
I am already enrolled on the MEDIA plus system.
Enter your identification code or both your names to access your training and/or assessment:
Identification code
Last name
First name
I wish to enrol on the MEDIA plus system.
Person to contact
Next >>
Exit

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- Logging on -

☞ To log on, you must enter your identification details. You may also need to enter a password, if the **MEDIA *plus*** system administrator specified that users must do so.

☞ You may also be able to change your identification details and to display the administrators contact details.

1 - Entering your identification details

☞ You must enter your identification details in a different way according to the context:

➤ You may already be enrolled, either because the MEDIA plus administrator already created your account or because you already created your account when you logged on for the first time (see below).

➤ If you are not yet enrolled, you may be able to do so simply by logging on for the first time, provided that the **MEDIA *plus*** administrator has authorized users to do so.

☞ When you create your own account, you may need to join a specific group:

➤ If you must join a specific group then the **MEDIA *plus*** administrator will have given you an access code to the group in question.

➤ If you do not need to join a group the **MEDIA *plus*** administrator will not have given you an access code to a group but you will still have access to the full training programs created by Editions ENI.

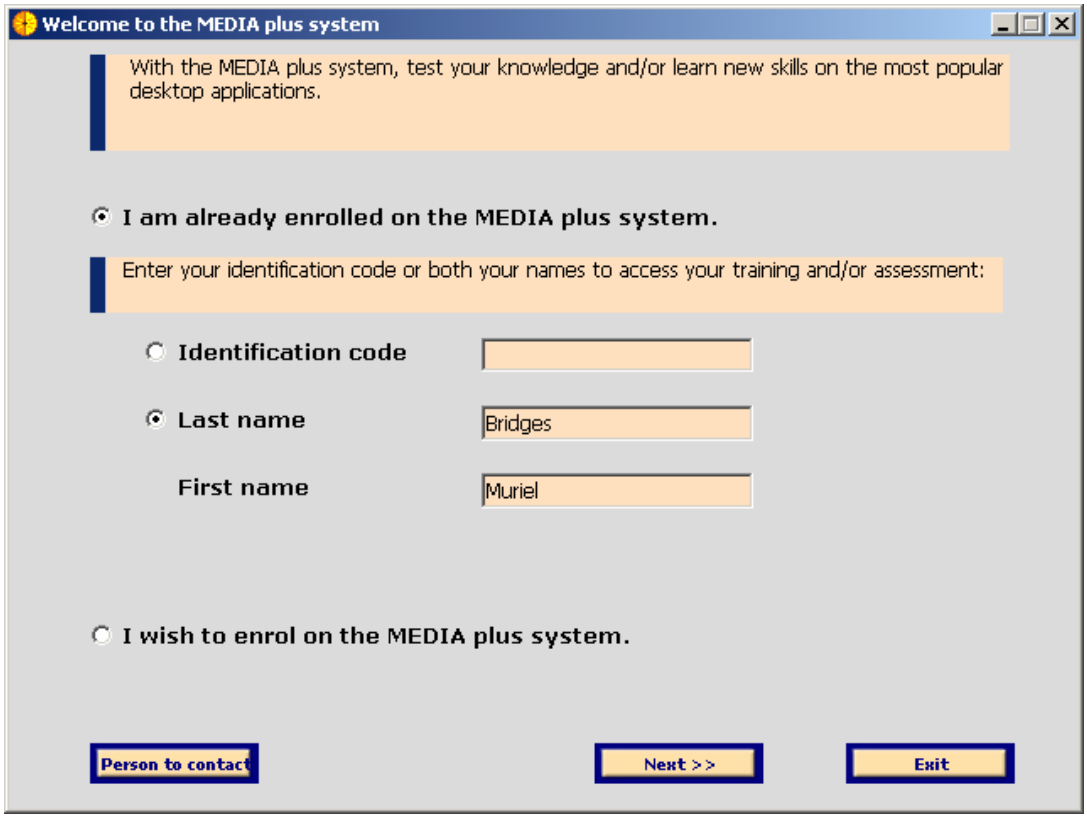
a) You are already enrolled

☞ To log on as an enrolled user, you must:

➤ start the **MEDIA plus** client program,

➤ leave active the option **I am already enrolled on the MEDIA plus system**,

➤ either: enter your **Identification code**, if the **MEDIA plus** administrator provided, or: enter your **Last name** and **First name**,


Welcome to the MEDIA plus system
With the MEDIA plus system, test your knowledge and/or learn new skills on the most popular desktop applications.
I am already enrolled on the MEDIA plus system.
Enter your identification code or both your names to access your training and/or assessment:
Identification code
Last name
Bridges
First name
Muriel
I wish to enrol on the MEDIA plus system.
Person to contact
Next >>
Exit

➤ then click the **Next** button.

☞ More than one user can have the same last and first names. If you log on by specifying your last and first name and there is one or more other users with same last and first names then a dialog box appears in which you must:

➤ select your identification code from the list provided,

➤ click the **OK** button

b) You are a new user and you must join a specific group

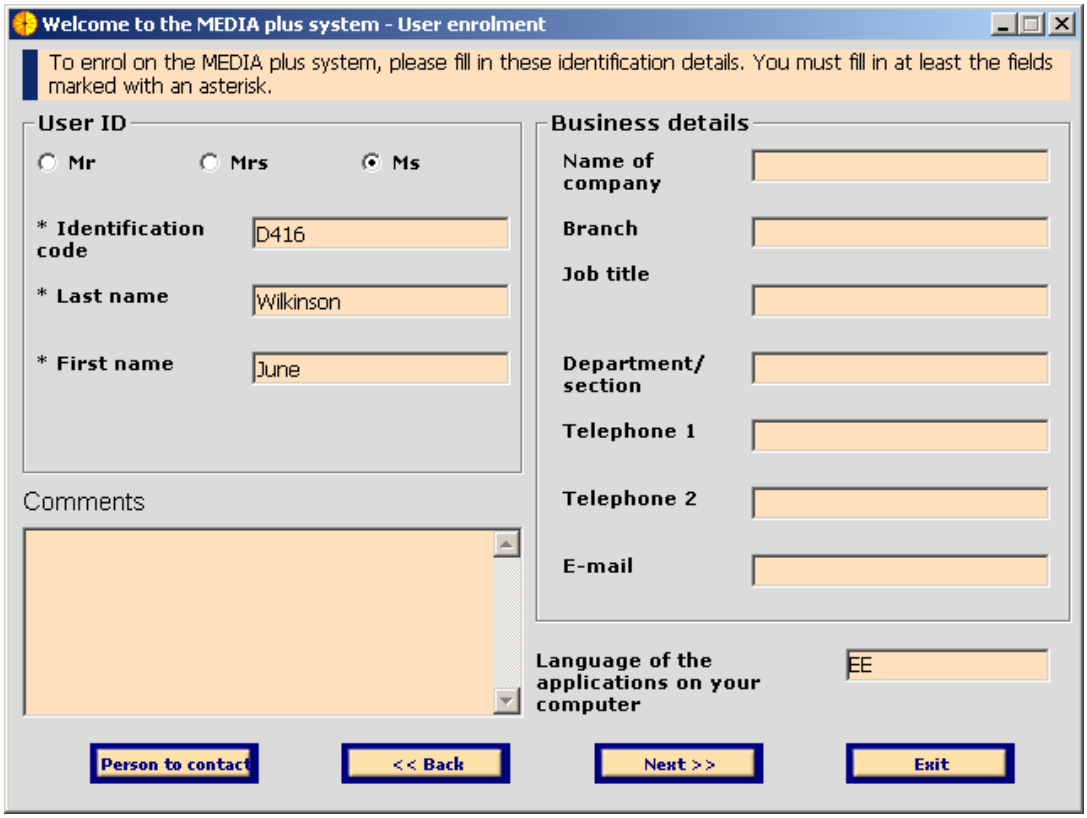
☞ To log on as a new user you must:

➤ start the **MEDIA plus** client program,

➤ activate the option **I wish to enroll on the MEDIA plus system**,

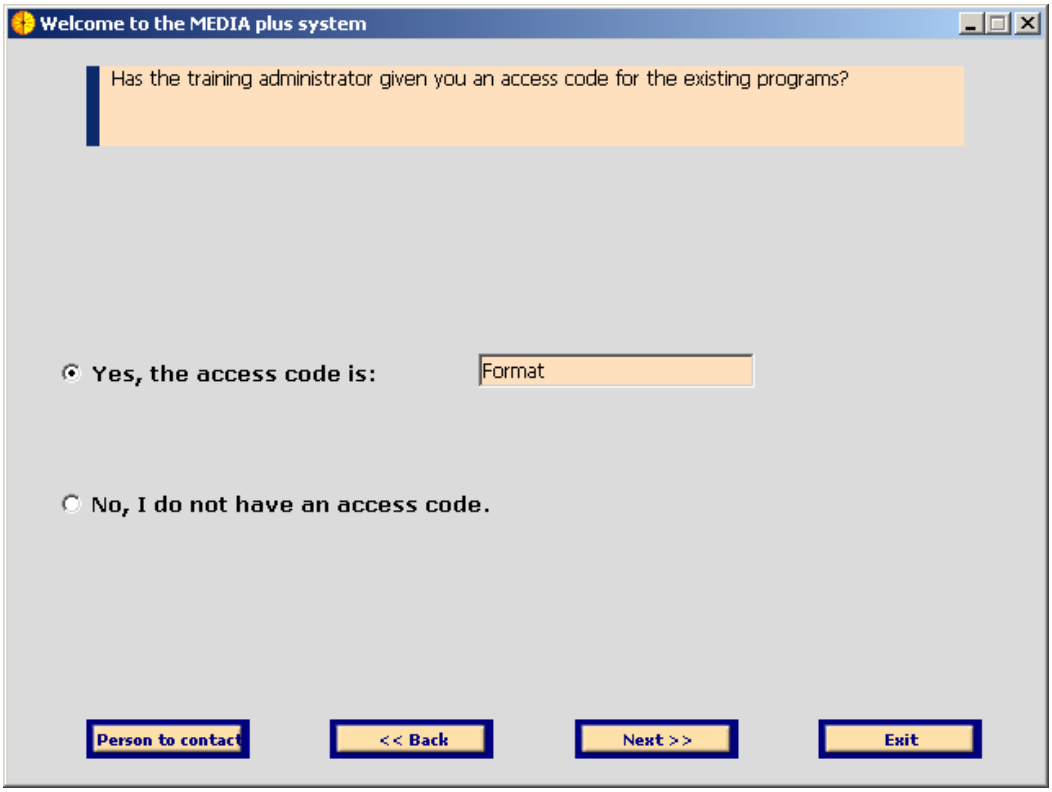
➤ click the **Next** button,

➤ fill in the User enrolment form,



*As this dialog box indicates, the **Identification code**, **Last name** and **First name** fields fields are obligatory.*

- click the **Next** button,
- if required, enter a password then click the **Next** button,
- if required, leave active the option **I want to access the existing programs** then click the **Next** button,
- leave active the **Yes, the access code is** option and, in the text box next to this option, enter the access code that the administrator gave you,


Welcome to the MEDIA plus system
Has the training administrator given you an access code for the existing programs?
Yes, the access code is:
Format
No, I do not have an access code.
Person to contact
<< Back
Next >>
Exit

➤ click the **Next** button.

c) You are a new user and you do not need to join a specific group

☞ To log on as a new user you must:

➤ start the **MEDIA plus** client program,

➤ activate the option **I wish to enroll on the MEDIA plus system**,

➤ click the **Next** button,

➤ fill in the User enrolment form,

➤ click the **Next** button,

➤ if required, enter a password then click the **Next** button,

➤ if required, leave active the **I want to access the existing programs** option then click the **Next** button,

➤ leave active the **No, I do not have an access code** option,

➤ click the **Next** button.

2 - Managing passwords

a) Creating a password

☞ To create a password for yourself when you log on for the first time, you must:

➤ log on for the first time, enter your identification details then click **Next**,

➤ fill in the **User enrolment** form then click **Next**,
[you will be able to specify a password only if the administrator has authorised users to do so]

➤ enter your **Password** (the characters you type will appear on the screen as black dots),

➤ in the **Confirmation** text box, enter your password once more (again, the characters you type will appear on the screen as black dots),

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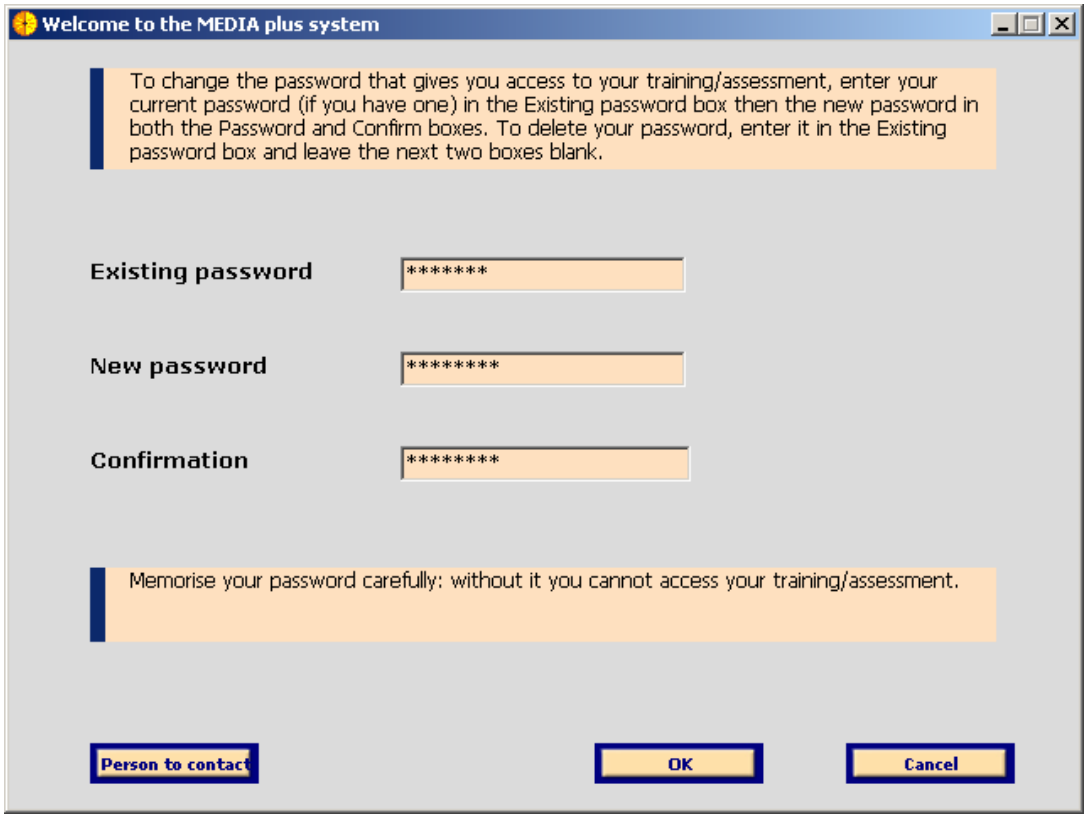
➤ click the **Next** button.

b) Changing your password


Welcome to the MEDIA plus system
To change the password that gives you access to your training/assessment, enter your current password (if you have one) in the Existing password box then the new password in both the Password and Confirm boxes. To delete your password, enter it in the Existing password box and leave the next two boxes blank.
Existing password
****
New password
****
Confirmation
****
Memorise your password carefully: without it you cannot access your training/assessment.
Person to contact
OK
Cancel

☞ To change your password, you must:

➤ access your user information form,

➤ click the **Change password** button,

➤ enter your **Existing password**,

➤ enter your **New password**,

➤ in the **Confirmation** text box, enter your new password once again,

➤ click the **OK** button.

c) Deleting your password

☞ To delete your password, you must:

➤ access your user information form,

➤ click the **Change password** button,

➤ enter your **Existing password**,

➤ leave the **New password** and **Confirmation** boxes empty,

➤ click the **OK** button.

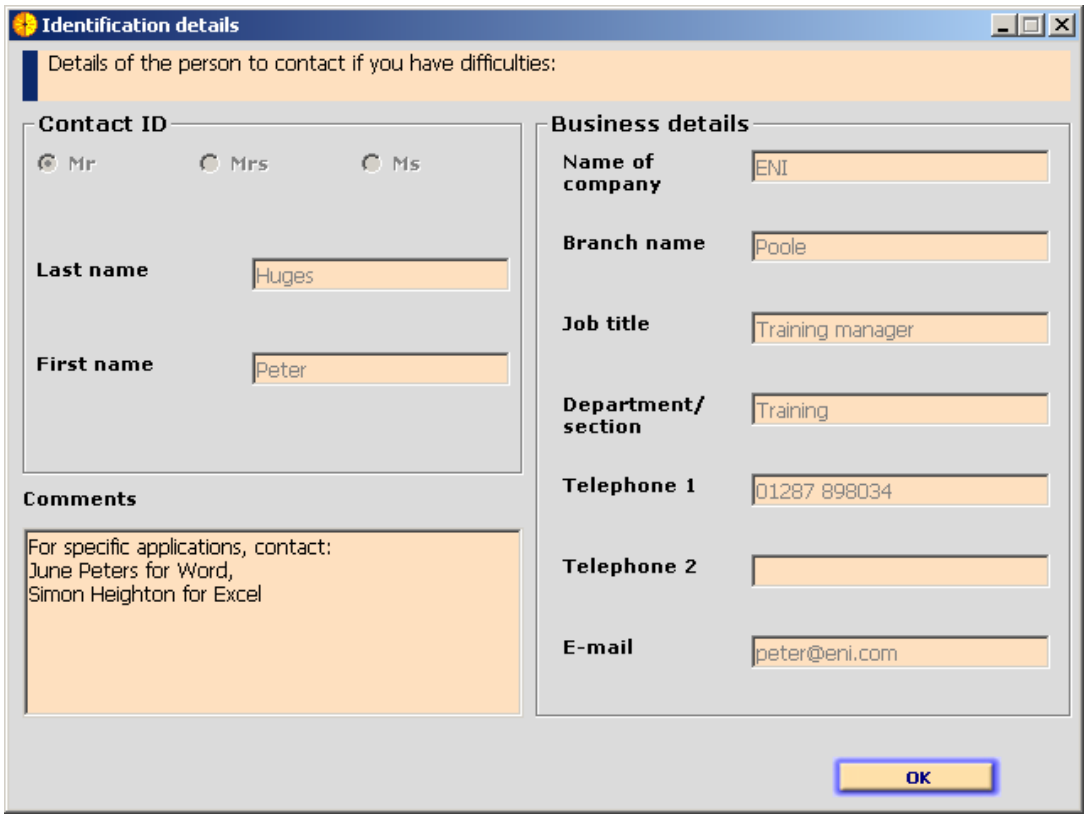
☞ If you want to delete your password but have forgotten it, you must ask the administrator to delete your password for you.

3 - Utilities

a) Viewing the contact details of the MEDIA *plus* administrator

☞ To view the MEDIA *plus* administrator's contact details you must:

➤ click the **Person to contact** button (on any screen),



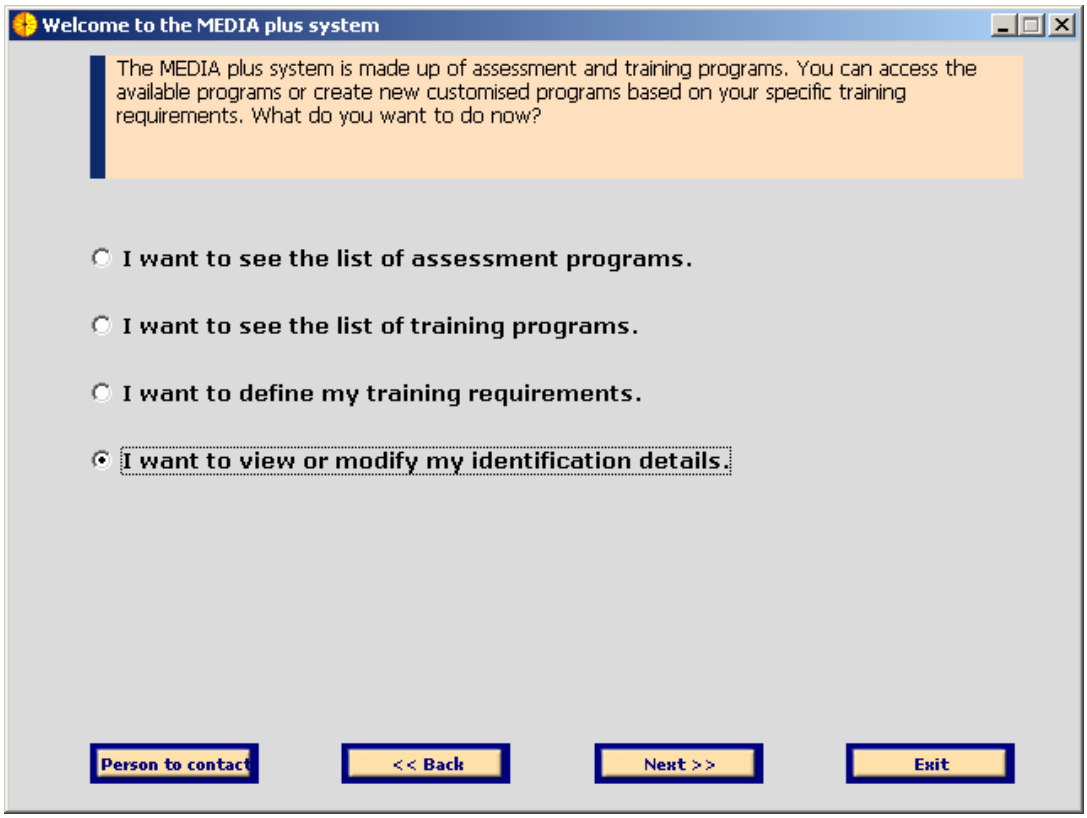
➤ view the information and note any you may need,

➤ click the **OK** button.

b) Changing your identification details

☞To change your identification details you must:

➤ go to the first action menu and choose the option **I want to view or modify my identification details**,


Welcome to the MEDIA plus system
The MEDIA plus system is made up of assessment and training programs. You can access the available programs or create new customised programs based on your specific training requirements. What do you want to do now?
I want to see the list of assessment programs.
I want to see the list of training programs.
I want to define my training requirements.
I want to view or modify my identification details.
Person to contact
<< Back
Next >>
Exit

➤ click the **Next** button,

➤ make your changes and click the **OK** button.

- Programs and modules -

1 - Choosing a program

a) Accessing the program you used last

☞ To access rapidly the last program you used, you must:

➤ go to the first action menu and choose the option **I want to take up where I left off at the end of my last work session**,
[this option will be available only when appropriate],

➤ click the **Next** button.

b) Choosing from the available training programs

☞ To access the list of training programs, you must:

➤ go to the action menu and choose the option **I want to see the list of training programs**,

➤ click the **Next** button,

The training programs are presented by application.

➤ in the **List of training programs** point to the name of the program you want to follow then click when the pointer takes the form of a hand and the program name turns blue [when your pointer is in the correct position, a short description of the program's aims appear in the blue rectangle towards the bottom of the window]

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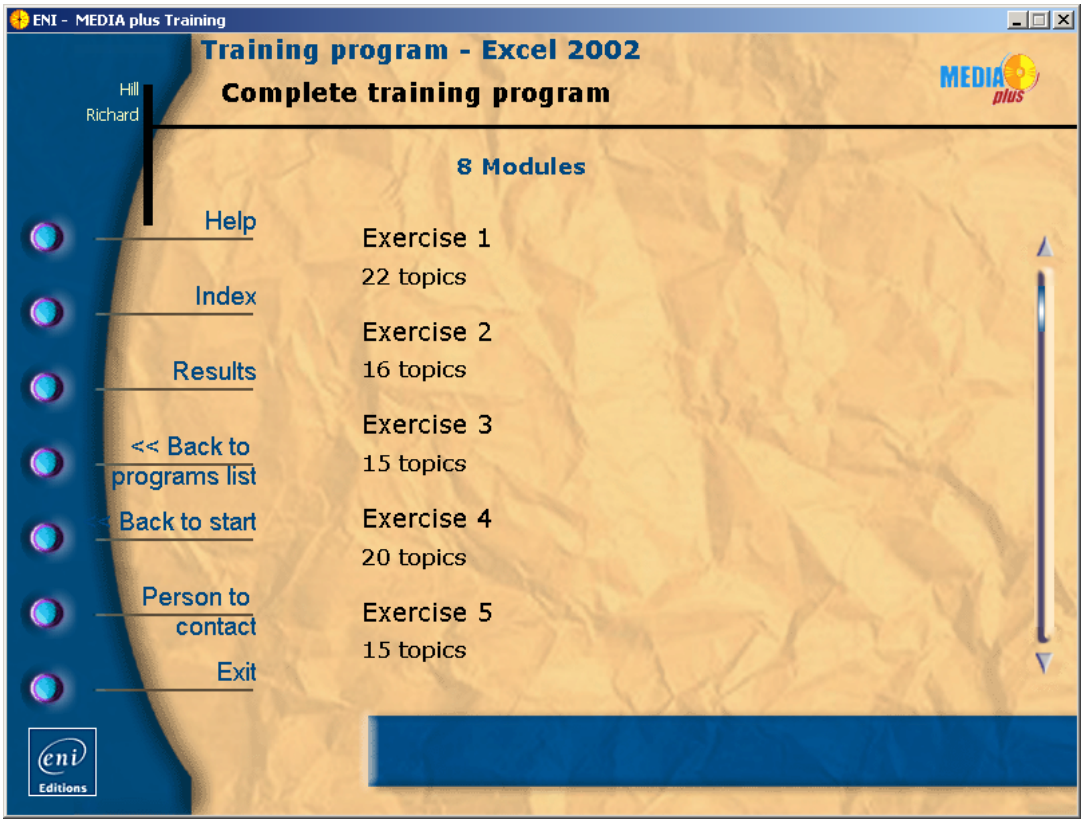


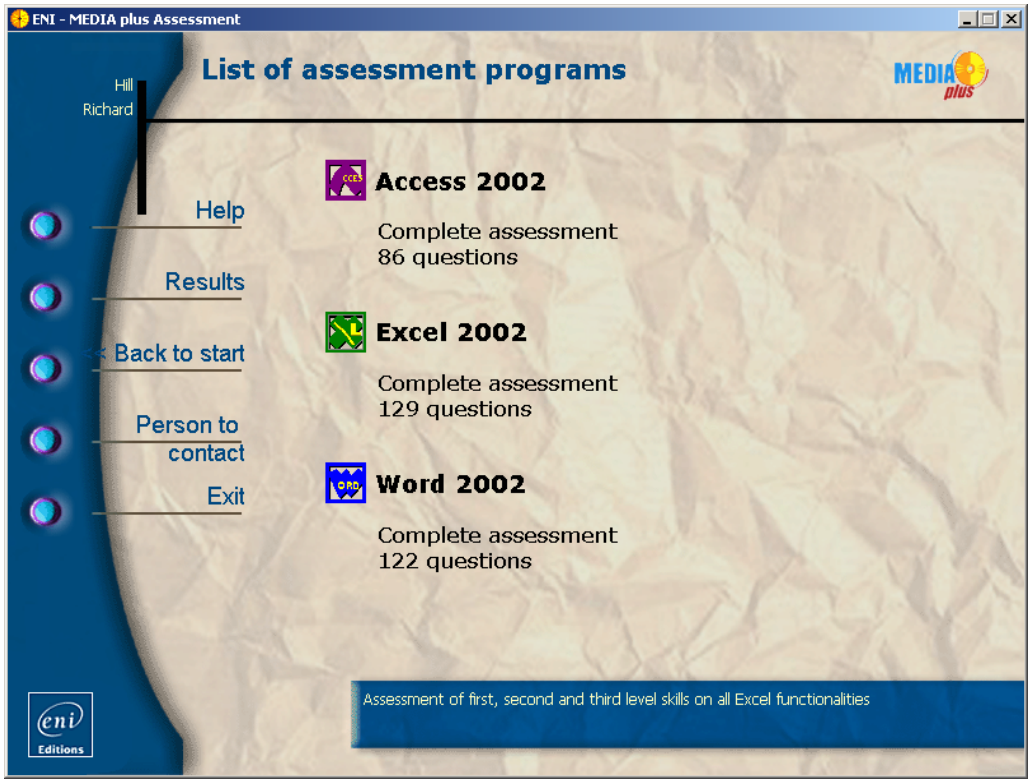
The different program modules appear on the screen.
If there are too many of them to fit in the window, a vertical scroll bar appears.

c) Choosing from the available assessment programs

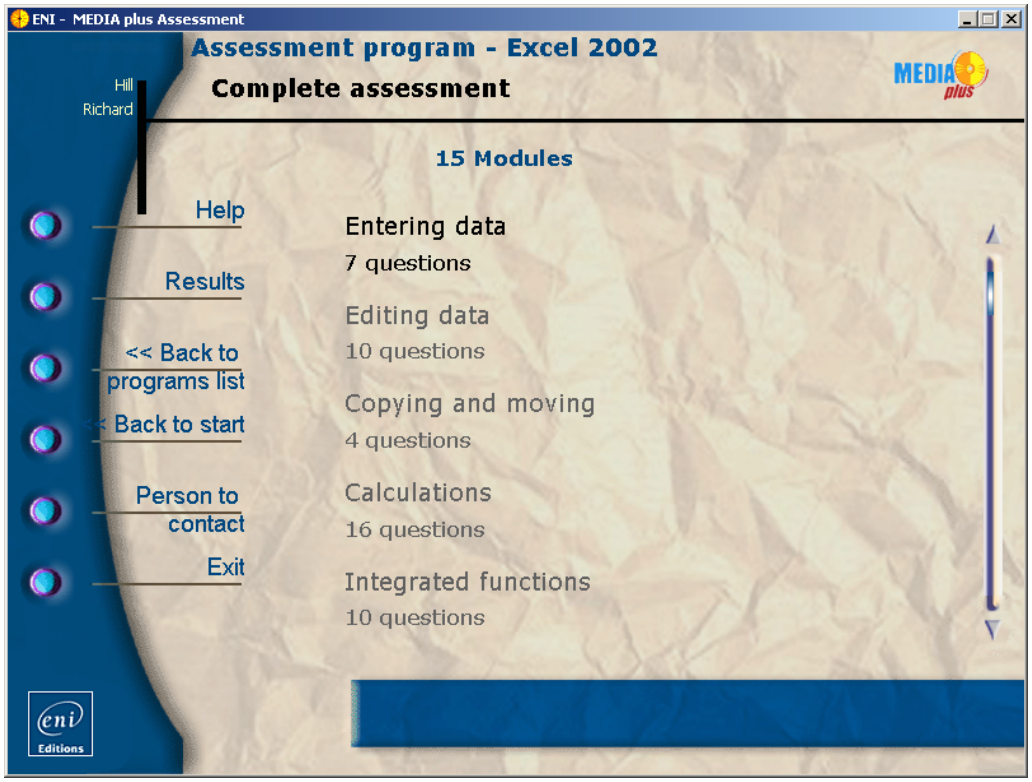
☞ To access the list of training programs, you must:

➤ go to the first action menu and choose the option **I want to see the list of assessment programs**,

➤ click the **Next** button,



in the **List of assessment programs** point to the name of the program you want to follow then click when the pointer takes the form of a hand and the program name turns blue [when your pointer is in the correct position, a short description of the program's aims appear in the blue rectangle towards the bottom of the window]

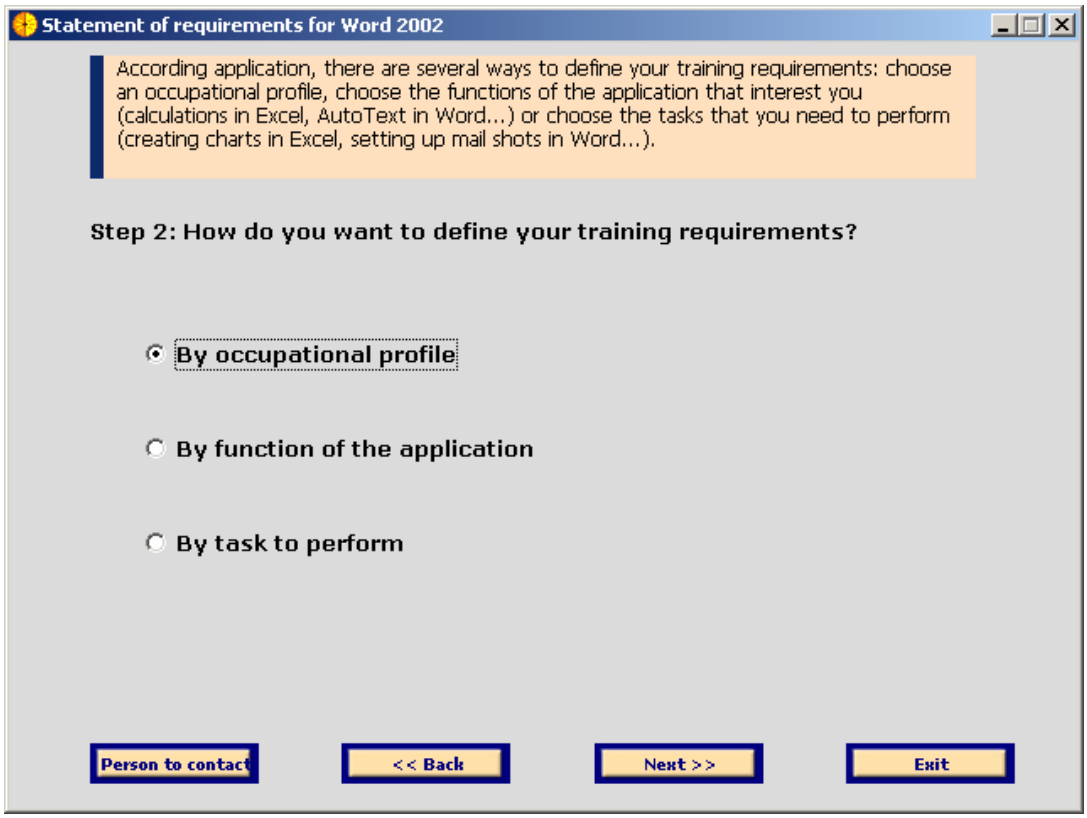


The different program modules appear on the screen.
If there are too many of them to fit in the window, a vertical scroll bar appears.

d) Creating a new program according to your requirements

☞ To create a new program you must:

- go to the first action menu and choose the option **I want to define my training requirements**,
  [**MEDIA *plus*** will propose this option only if the administrator has authorized users to create their own programs],
- click the **Next** button,
- If **MEDIA *plus*** offers a list of applications, choose the one on which you want to train or to follow an assessment program,
- click the **Next** button,
- choose how you want to specify your training requirements: **By occupational profile**, **By function of the application** or **By task to perform**,


Statement of requirements for Word 2002
According application, there are several ways to define your training requirements: choose an occupational profile, choose the functions of the application that interest you (calculations in Excel, AutoText in Word...) or choose the tasks that you need to perform (creating charts in Excel, setting up mail shots in Word...).
Step 2: How do you want to define your training requirements?
By occupational profile
By function of the application
By task to perform
Person to contact
<< Back
Next >>
Exit

- click the **Next** button,
- if you chose to define your training requirements **By occupational profile**, select the occupational profile concerned or if you chose to define your training requirements by **By function of the application** or **By task to perform**, select the options you require for each of the items you want your program to contain,
- click the **Next** button,
- choose whether you want to create **An assessment program** or **A training program**,
- click the **Next** button.

2 - Choosing a module

☞ To access a module, you must:

➤ access the program that contains the module,

➤ point to the name of the module then click when the pointer takes the form of a hand and the program name turns blue [when your pointer is in the correct position, a short description of the module's aims appear in the blue rectangle towards the bottom of the window].

☞ If you are choosing from a list of assessment modules, some of them may be greyed out.

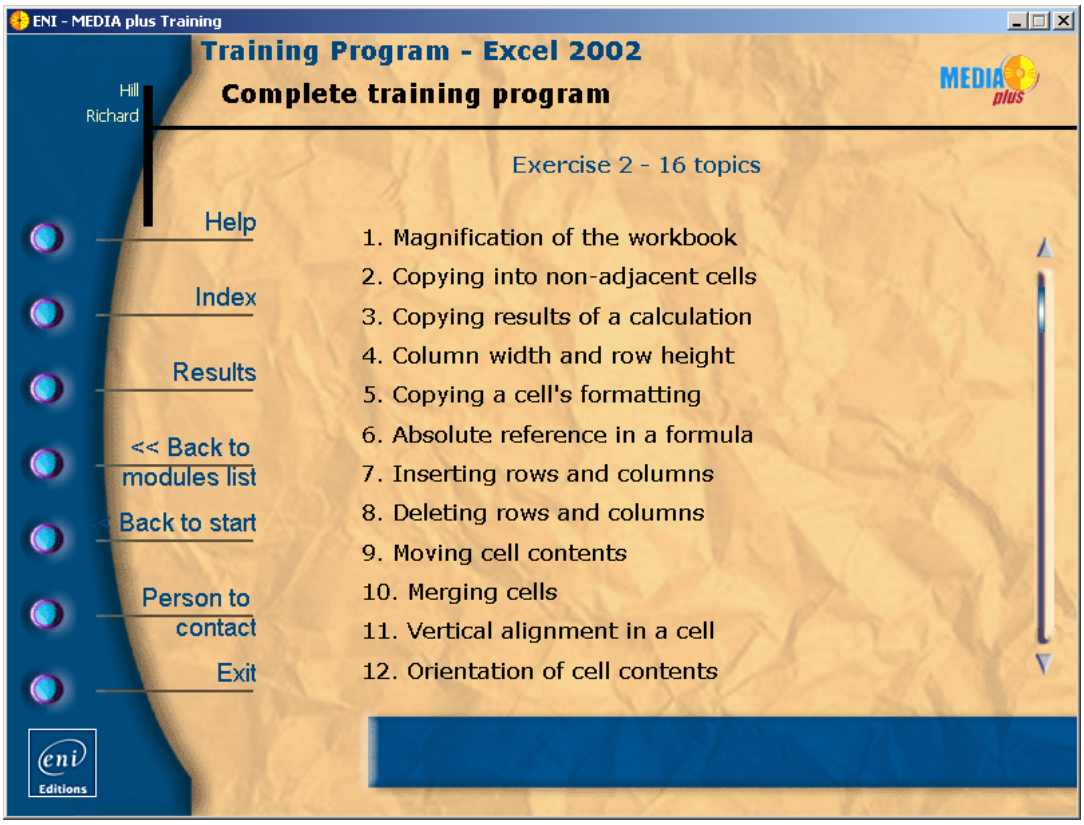
Modules that appear greyed out are not available: either because you have already completed them or because the administrator has decided that the modules should be carried out in the set order.

3 - Choosing a training topic

☞ To access a training topic, you must:

➤ access the module that contains the topic,

➤ point to the name of the topic then click when the pointer takes the form of a hand and the program name turns blue.



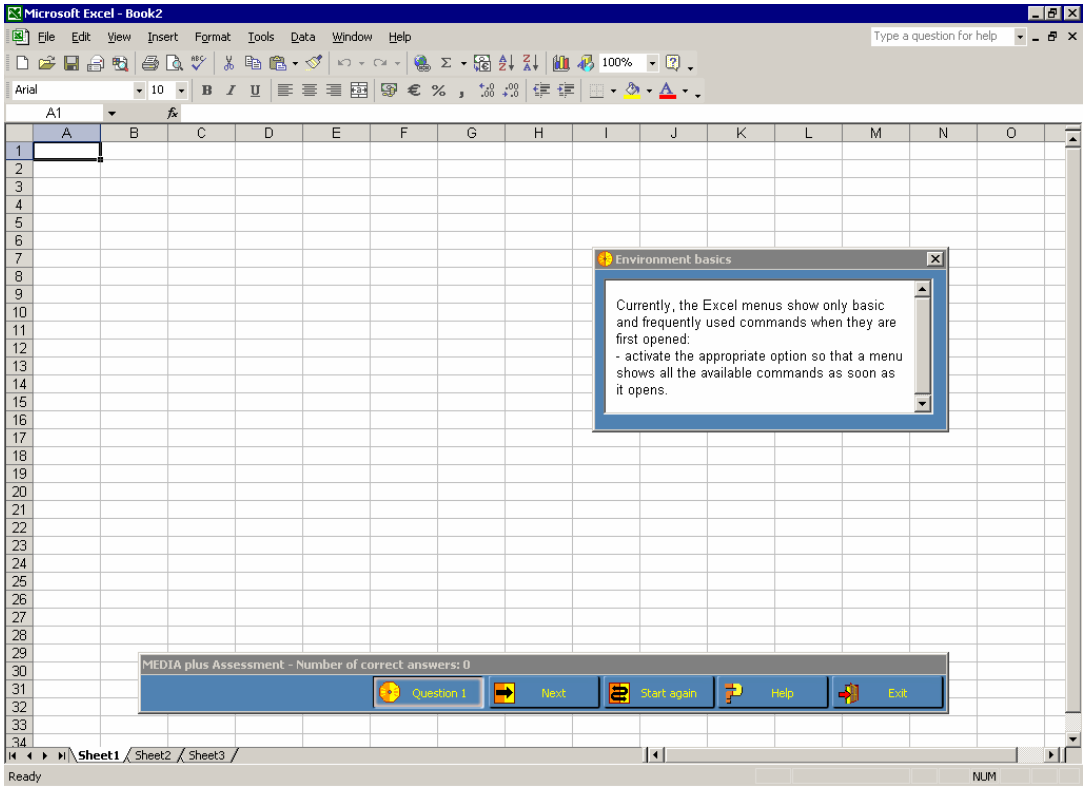
☞ Training topics that appear in colour and in italics are those that MEDIA plus considers you to have completed. However, you can still access these topics if you wish.

- Following an assessment program -

1 - Overview

☞ When you follow your assessment program, MEDIA plus gives you direct access to the application concerned and displays two windows in the foreground.

☞ You can move either or both of these windows by clicking the title bar of the window and dragging it to the place you want it to appear.


Microsoft Excel - Book2
File Edit View Insert Format Tools Data Window Help
Type a question for help
Environment basics
Currently, the Excel menus show only basic and frequently used commands when they are first opened:
- activate the appropriate option so that a menu shows all the available commands as soon as it opens.
MEDIA plus Assessment - Number of correct answers: 0
Question 1
Next
Start again
Help
Exit
Sheet1 Sheet2 Sheet3
Ready
NUM

☞ Click the **Question** button to hide or to show the instructions window.

2 - Carrying out an assessment program

☞ You must carry out the required operations; since MEDIA plus tests and analyses the result, you must:

➤ answer the question precisely
[for example, making sure that you spell correctly any text you enter].

➤ not change the structure of the document.
[click the **Start again** button to restart the current question].

☞ When you have completed the requested operation, click the **Next** button to go on to the next question in the assessment module.

If you click the **Next** button on the final question in the module you will leave the module.

☞ If the administrator has specified timings by module or by question, a yellow bar will grow on the screen to represent the current time taken.

In the case of timings by module, you will leave the module automatically if you come to the end of the time that the administrator has allocated for the module In the case of timings by question, you will go on to the next question automatically if you come to the end of the time that the administrator has allocated for the question.

☞ If the administrator has authorised it, you will be able to see how many questions you have answered correctly so far in your test.

☞ Click the **Exit** button to leave the assessment module before you have finished it, without receiving a mark.

You may or may not be able to restart the assessment module, according to whether or not the administrator has authorised users to do so.

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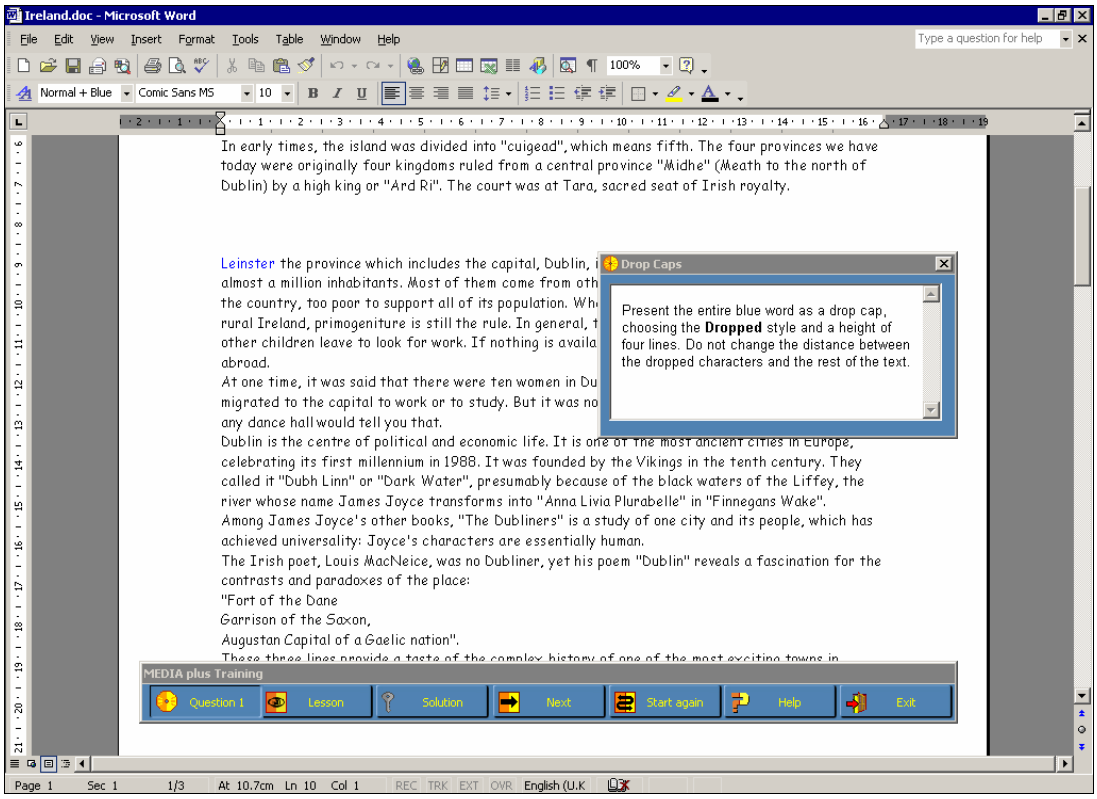
- Following a training program -

1 - Overview

☞ When you follow your training program MEDIA plus gives you direct access to the application concerned and displays two windows in the foreground.

☞ You can move either of these windows by clicking the title bar of the window and dragging it to the place you want it to appear.


Ireland.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Normal + Blue
Comic Sans MS
10
In early times, the island was divided into "cuigead", which means fifth. The four provinces we have today were originally four kingdoms ruled from a central province "Midhe" (Meath to the north of Dublin) by a high king or "Ard Ri". The court was at Tara, sacred seat of Irish royalty.
Leinster the province which includes the capital, Dublin, i
almost a million inhabitants. Most of them come from oth
the country, too poor to support all of its population. Wh
rural Ireland, primogeniture is still the rule. In general, t
other children leave to look for work. If nothing is availa
abroad.
At one time, it was said that there were ten women in Du
migrated to the capital to work or to study. But it was no
any dance hall would tell you that.
Dublin is the centre of political and economic life. It is one of the most ancient cities in Europe, celebrating its first millennium in 1988. It was founded by the Vikings in the tenth century. They called it "Dubh Linn" or "Dark Water", presumably because of the black waters of the Liffey, the river whose name James Joyce transforms into "Anna Livia Plurabelle" in "Finnegans Wake".
Among James Joyce's other books, "The Dubliners" is a study of one city and its people, which has achieved universality: Joyce's characters are essentially human.
The Irish poet, Louis MacNeice, was no Dubliner, yet his poem "Dublin" reveals a fascination for the contrasts and paradoxes of the place:
"Fort of the Dane
Garrison of the Saxon,
Augustan Capital of a Gaelic nation".
Drop Caps
Present the entire blue word as a drop cap, choosing the Dropped style and a height of four lines. Do not change the distance between the dropped characters and the rest of the text.
MEDIA plus Training
Question 1
Lesson
Solution
Next
Start again
Help
Exit
Page 1 Sec 1 1/3 At 10.7cm Ln 10 Col 1 REC TRK EXT OVR English (U.K

☞ Click the **Question** button to hide or to show the instructions window.

☞ To carry out a training topic you must:

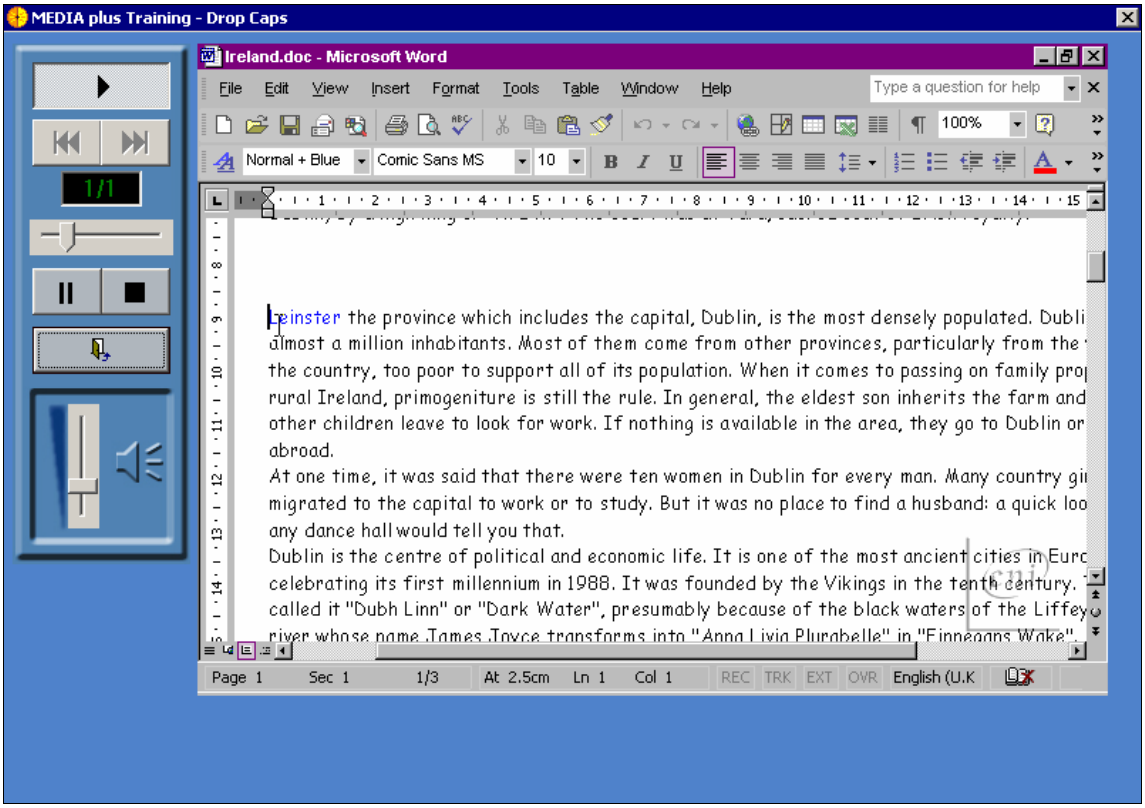
- watch and listen to the **Lesson**,
- answer the questions by carrying out operations directly in the application,
- click the **Next** button to find out whether or not you answered the question correctly,
- click the **Next** button go onto the next training topic
  [the next training topic is the next training topic you have not yet completed].

2 - Watching and listening to a lesson or a solution

☞ To run a lesson or a solution you must:

- click the **Lesson** button or the **Solution** button
  [the **Solution** button is available only after you have clicked the **Next** button to see whether or not you answered the current question correctly].

a) Associating a program with a group


MEDIA plus Training - Drop Caps
Ireland.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Normal + Blue
Comic Sans MS
10
100%
1/1
Leinster the province which includes the capital, Dublin, is the most densely populated. Dubli
almost a million inhabitants. Most of them come from other provinces, particularly from the
the country, too poor to support all of its population. When it comes to passing on family pro
rural Ireland, primogeniture is still the rule. In general, the eldest son inherits the farm and
other children leave to look for work. If nothing is available in the area, they go to Dublin or
abroad.
At one time, it was said that there were ten women in Dublin for every man. Many country gi
migrated to the capital to work or to study. But it was no place to find a husband: a quick loo
any dance hall would tell you that.
Dublin is the centre of political and economic life. It is one of the most ancient cities in Euro
celebrating its first millennium in 1988. It was founded by the Vikings in the tenth century.
called it "Dubh Linn" or "Dark Water", presumably because of the black waters of the Liffey
river whose name James Joyce transforms into "Anna Livia Plurabelle" in "Finnegans Wake".
Page 1 Sec 1 1/3 At 2.5cm Ln 1 Col 1 REC TRK EXT OVR English (U.K

☞While the video is running you can use the following buttons:

	to pause the video
	to stop the video and go back to the beginning
	to select the point from which you want to start or continue listening
	to leave the video

☞Some components offer a feature with sub-titles which displays text comment sequences instead of the usual audio commentary. To activate this feature:

➤ click the loud-speaker symbol (only for components that support this feature). With the sub-titles feature active, MEDIA plus divides the lesson into a number of sequences. The number of the current sequence together with the total number of sequences appear in green on a black background, a cross appears above the loud-speaker symbol and the comments text for the current sequence appears towards the bottom of the window.

☞To use the video with the sub-titles feature active:

➤ read the text for the current video sequence towards the bottom of the window, click the button to start the current video sequence [as soon as the video sequence finishes the comments text of the next video sequence appears and the eye in the left hand frame of the window blinks; at the end of the final video sequence the window closes].

☞To show the comments text of another video sequence without viewing the corresponding sequence:

➤ click the button to go onto the next comments text or click the button to go back to the previous comments text.

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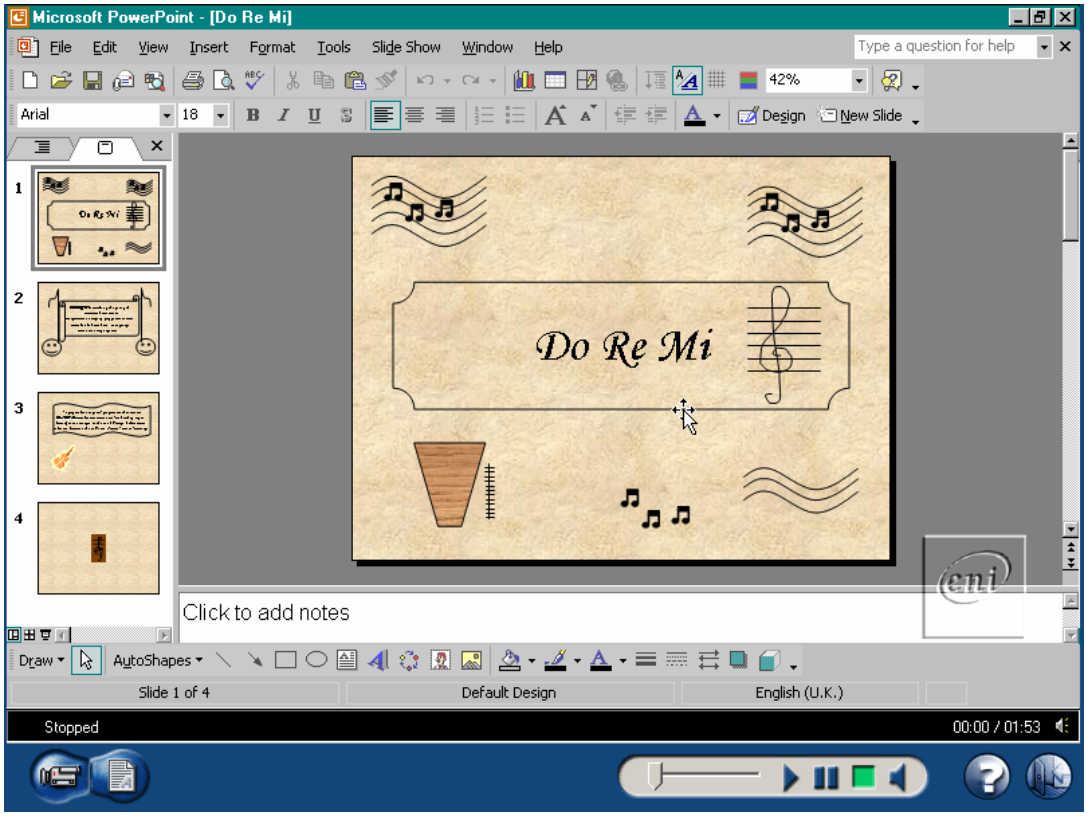
b) Watching videos with text extracts

➤ Some components provide text extracts to accompany the videos you play.



☞ While you are watching a video, you can use the following buttons:

to pause the video,

to stop the video and go back to the beginning,

to select the point from which you want to start or continue listening,

to leave the video.

☞ To view the text extract corresponding to the lesson or the solution, you must:

➤ Click the button.
To display the text extract your computer must run Acrobat Reader.

Click the button to return to the lesson or solution video.

☞ To obtain help click the button (to display the help your computer must run Acrobat Reader).

To leave the help feature and return to the current lesson, click the button.

3 - Answering the questions

☞ You must carry out the required operations; since MEDIA plus tests and analyses the result, you must:

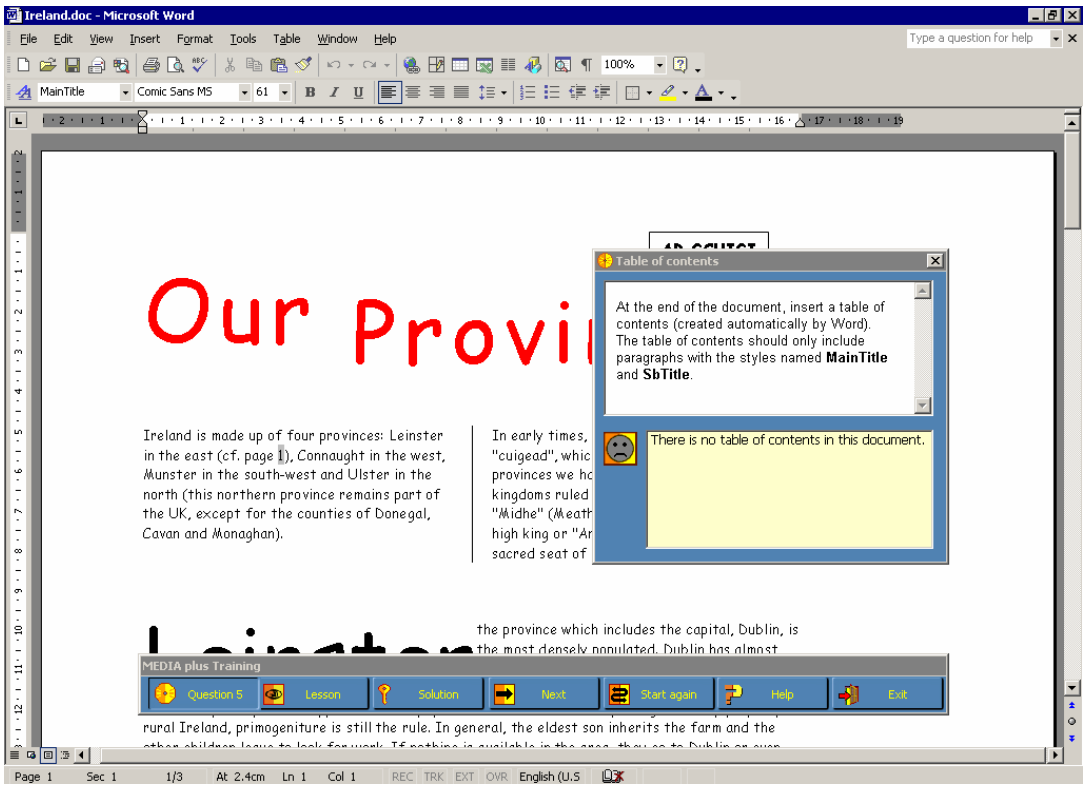
➤ answer the question precisely
[for example, making sure that you spell correctly any text you enter].

➤ not change the structure of the document.
[click the **Start again** button to restart the current question]

☞ When you have completed the requested operations, click the **Next** button to find out whether or not you answered correctly.

If your answer was incorrect, an error message appears; on the other hand, if you answered correctly a congratulations message appears.

☞ If you made a mistake you can:


Ireland.doc - Microsoft Word
Table of contents
At the end of the document, insert a table of contents (created automatically by Word). The table of contents should only include paragraphs with the styles named MainTitle and SbTitle.
There is no table of contents in this document.
MEDIA plus Training
Question 5
Lesson
Solution
Next
Start again
Help
Exit

➤ still go on to the next topic by clicking the **Next** button: in which case MEDIA plus considers that you have not yet completed this training topic

▸ or

➤ try the operation again by clicking the **Start again** button

or

➤ view the correct operation by clicking the **Solution** button

or

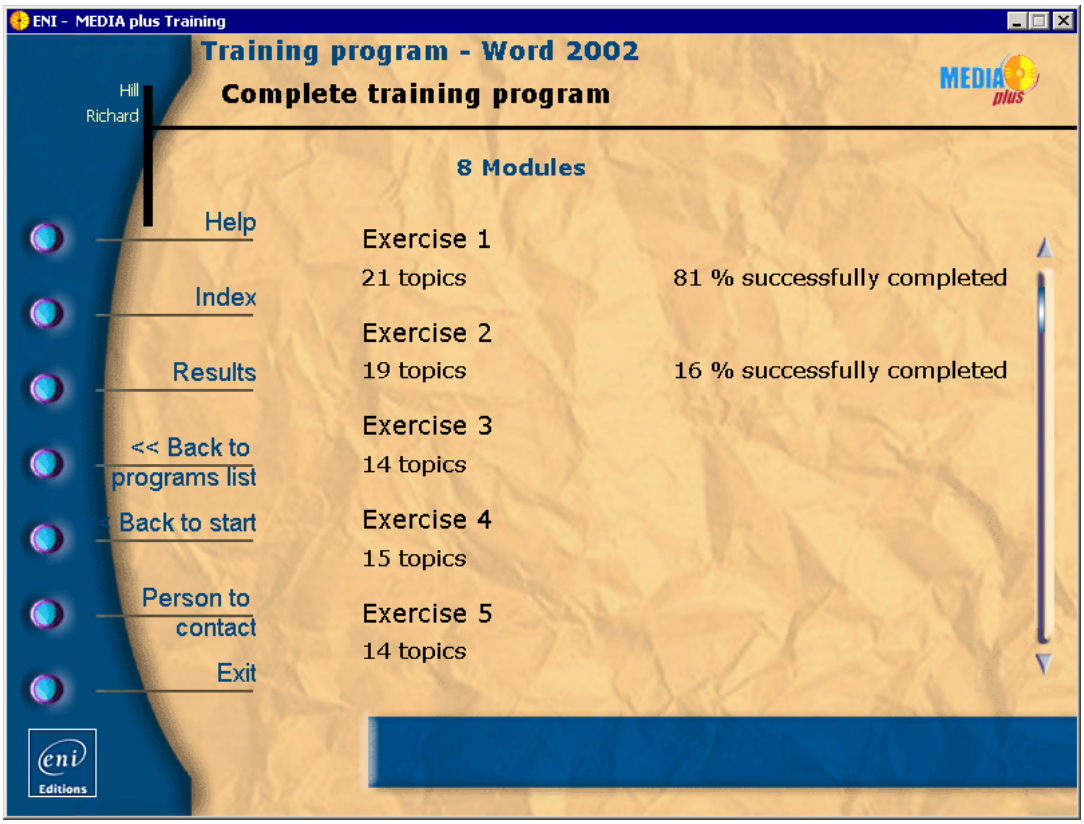
➤ review the lesson by clicking the **Lesson** button.

☞ If you answered correctly you can:

➤ click the **Next** button: the next training topic appears, unless you were already on the last topic in the module in which case you will leave the module.

☞ To leave the training module you must:

➤ click the **Exit** button: MEDIA plus does not check the results of the current topic and displays the module's training topics again. The topics on which you answered correctly appear in italics and in a different colour and the percentage of topics that you have completed successfully appears in the modules list and the programs list.



- Other features -

1 - Results

☞ You can view and print your training results from the windows that show lists of programs, modules or topics.

☞ The administrator can choose to allow or not to allow you to see your assessment results.

2 - Other training features

a) Practice exercises

☞ Training programs set up by Editions ENI that contain **Exercise 1**, **Exercise 2** etc., also provide a practice exercise at the end of each module.

To follow a module's practice exercise, go in to the module and at the end of its list of topics click **Practice exercise**.

b) Index

☞ You can access the **Index** from the screens that show lists of training modules or topics. To view a lesson on a specific topic, you can choose from a list of titles and subtitles arranged in alphabetical order.

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